



Loan Submission Form - 1st TD

BROKER INFORMATION			
Company Name		Loan Officer Name	
Company NMLS #		Loan Officer NMLS #	
Contact Phone		Loan Officer Email	
3 rd Party Processor		If Yes, Processor NMLS #	
Processor Name		Processor Email	
Compensation Type	Borrower Paid	Account Executive	
BORROWER INFORMATION			
Borrower 1 Name		Email	
Borrower 2 Name		Email	
Borrower 3 Name		Email	
Borrower 4 Name		Email	
Title Only Borrower		Email	
PROPERTY & LOAN INFORMATION			
Subject Street Address			
City, State, Zip			
		Loan Amount	
Interest Rate		LTV/CLTV	/
Occupancy		Loan Purpose	
Program		Property Type	
Loan Term		Impounds	
Doc Type		Prepay Penalty	
IPS / Buydown		If IPS, Paid for by	
REQUIRED DOCUMENTATION			
	1003 Loan Application, Signed & Dated BY LO		3.4 File
	Broker Fee Sheet		Rate Lock Confirmation, if loan is locked
Origination			
BORROWER PAID COMPENSATION			
Broker's Origination		Underwriting Fee	\$1,695
Credit Report Fee		Tax Service	\$80
3rd Party Processing Fee		Flood Cert	\$14
Required Services			
Appraisal Fee* (All Loans)	Conventional Loan Amount \$950; Jumbo \$1250		
Type in Fee Name	Fee Amount	Service Providers Name & Contact Information	
Prepays			
Escrow Type	Escrow Y/N	Annual Amount	Notes
Hazard Insurance			Escrows may not be waived if any of the below apply: HPML Loans
County Taxes			
Flood Insurance			
Other			

Minimum Submission Requirements for ALL Loans

Loans will be rejected for incomplete documentation (including missing signatures)

APPLICATION DOCUMENTATION	
Required	Additional Information
Brokers Advantage Submission Form and Checklist	Optional cover letter - explain loan scenario, red flags, exception needed, comp factors, etc.
Initial 1003(s)	<ul style="list-style-type: none"> All pages, fully completed, signed/dated by LO. Intent to proceed. DSCR loans - Income/employment must be blank.
Divorce Decree/Separation Agreement (if applicable)	All pages, including attachments. Signed by all parties.
Liability docs for other REO (Tax/HOI/HOA bills)	Not required for DSCR loans.
Evidence PITIA for all REO (Mtg stmt, ins policy, etc.)	Not required for DSCR loans.
Borrower Identification	<ul style="list-style-type: none"> Cannot be expired. DL or state-issued ID. If perm-res, non-perm: green card or valid Visa.
Colorado Tangible Net Benefit Disclosure	Signed by borrower and LO prior to disclosures

CREDIT DOCUMENTATION	
Required	Additional Information
Tri-merged Credit Report	Locked or frozen credit will not be accepted.
Borrower's Authorization	<ul style="list-style-type: none"> Must be on or before the credit request date. If verbal, provide proof of conversation and auth.
BK papers (if applicable)	All schedules and evidence discharged.
12mo verification of primary housing payment if not reported on credit*	If private party, provide 12mo cancelled checks*.
12mo cancelled checks*	Include copy of note if available.
ATR - DU/LP Approve/Ineligible or Refer	Required on Full Doc only.
Recommended	Additional Information
Letters of Explanation	<ul style="list-style-type: none"> Address inquiries < 90 days, derog/disputed credit < 2 years, name, SSN, address variations. Address non-arm's length relationships (builder, developer, seller, LO, RE agent, etc.) Purpose of cash-out (DSCR must be business purpose).

INCOME DOCUMENTATION	
Required & Recommended* Per Doc Type	Additional Information
ALL DOC TYPES	
Full documentation of non-employment income	SSI, pension, alimony, child support, trust income, etc.
Doc 1 - Full Doc (2yrs)	
2yrs W2s or personal returns, 1mo recent paystubs	Wage earners only.
2yrs personal and business returns, YTD P&L	Self-employed only.
4506C*	Signed by borrower(s).
Doc 2 - Full Doc (1yr)	
1yr W2 or personal returns, 1mo recent paystubs	Wage earners only.
1yr personal and business returns, YTD P&L	Self-employed only.
4506C*	Signed by borrower(s).
Doc 3 - Bank Statement (12mo or 24mo)	
12mo/24mo consecutive stmts	Same account, all pages.
Self-employment verification docs (if applicable)	<ul style="list-style-type: none"> Verify 2yrs self-employment w/ business license(s), CPA letter, etc. For > 50% expense factor, provide CPA letter or P&L from CPA.
Doc 7 - P&L (12mo)	
YTD P&L	12mo from CPA.
Self-employment verification docs	Verify 2yrs self-employment w/ business license(s), CPA letter, etc.
Business ownership percentage letter	
Doc 9 - DSCR	

1007	• For unleased unit(s).
Evidence PITIA	• For subject property.
Doc 13 - Asset Depletion (6mo)	
6mo consecutive statements	<ul style="list-style-type: none"> • Same account, all pages. • Must be personal and liquid.
Doc 14 - 1099 (12mo)	
Self-employment verification docs	• Verify 2yrs self-employment w/ business license(s), CPA letter, etc.
1yr or 2yr 1099(s), YTD payroll check stub from 1099 source or 3mo stmts	
Doc 15 - WVOE	
WVOE for last 2 yrs	

ASSET DOCUMENTATION	
Required	Additional Information
2mo consecutive stmts w/in 90 days	• If business stmt, provide evidence of ownership and balance sheet.
Balance sheet	• If using business assets for funds for closing/reserves/down pmt.
Gift letter (if applicable)	• Evidence donor funds transferred to borrower or settlement agent.
	• Cash-out for reserves ok (except Asset Depletion and Multi-Family).
Recommended	Additional Information
Access letter from additional parties on stmts	

PROPERTY DOCUMENTATION	
Required	Additional Information
HOA package (if condo)	• HOA cert.
Flood insurance	• Required if in Flood Zone A or V.
Hazard insurance	• Replacement cost estimator.
Full interior/exterior appraisal(s) and invoice w/in 90 days	• Required on Refi only unless ok'd by mgmt.
Recommended	Additional Information
2 full appraisals	• For loan amount > \$2,000,000.
1007	• Market rent survey on NOO.
1004D/Final Inspection (if applicable)	<ul style="list-style-type: none"> • Condition rating C5/C6 and Quality rating Q6 unacceptable. • Min 600 sf.
Master liability insurance	• With walls-in.
Fidelity bond	• For projects > 20 units.
HO-6	• If master ins does not have walls-in (bare walls is not acceptable).

SETTLEMENT AND CLOSING DOCUMENTATION	
Required	Additional Information
Fee sheet/est. closing statement	• Impounds required for all HPML loans and loans with LTV's > 80% unless prohibited by state law.
1031 Exchange documentation (if applicable)	• Executed agreement and settlement stmt from accommodator.
Purchase contract	<ul style="list-style-type: none"> • Cannot be expired. • All pages, amendments, counteroffers, signed by all.
Title Commitments/Texas Cash Out	Must include vesting
Endorsements T42 and T42.1/Texas Cash Out	

Recommended	Additional Information
Solar agreement and endorsement (if applicable)	
CPL	• With Brokers Advantage listed as Mortgagee.
Payoff demand(s) w/in 30 days	
Escrow Instructions	• If business entity, provide formation articles/agreement, tax ID #, cert of good standing.
Preliminary title report / title commitment	• 24mo chain of title, ALTA supp for property address, plat map/survey.
Current property tax bill	• Required on refi only.

Second Trust Deeds	
Required	Additional Information
Mortgage Statement Coupon	
Recommended	Additional Information
Note	