



Correspondent Closed Loan Checklist

Borrower: _____ Lender Name: _____

PLEASE NOTE:

- 1. DO NOT upload conditions that have already been satisfied.
- 2. Docs must be drawn using an Axos Bank approved doc vendor: DocMagic, IDS, Docutech, or EllieMae
- 3. Upload the signed loan documents to the ‘Correspondent – Signed Closing Docs’ condition.
- 4. Acceptable e-sign vendors: DocuSign, DocMagic, HelloSign, OneSpan, PandaDoc, Right Signature, Sertifi, SignNow, SignX, Zoho Sign. Make sure the eSign Cert is attached!

1.	Correspondent – Loan Estimates 1.) Upload all LEs in chronological order to the ‘Correspondent – LE Compliance’ condition. 2.) Provide all LEs and corresponding Change of Circumstance form. 3.) If the program changes (for ARM products), provide copy of the ARM Disclosure and CHARM booklet that was provided with the Change of Circumstance LE.	
2.	Correspondent – CDs (Initial, Docs, and Final Post-Consummation) 1.) Upload CDs in chronological order. 2.) Provide all CDs and corresponding Change of Circumstance form, if applicable. 3.) If the program changes (for ARM products), provide copy of the ARM Disclosure and CHARM booklet that was provided with the Change of Circumstance CD.	
3.	Correspondent – VOE 1.) For wage earners, VOE to be completed by Lender no sooner than 10 business days prior to the Note date. 2.) For self-employed borrowers, VOE to be completed by Lender no sooner than 120 days prior to the Note date. All information to be verified with a verifiable third party.	
4.	Correspondent – Compliance Audits from Doc Provider Provide explanation for any audits that failed.	
5.	Correspondent – Signed Closing Docs 1.) Provide all Signed documents (executed and dated). See attached Stacking Order. 2.) Provide all items signed at closing (as applicable) such as LOEs, P&Ls, Tax Returns, Entity Docs, etc. 3.) Provide Axos Miscellaneous Documents such as Agreement to Submit, AFT/ACH form, etc.	
6.	Correspondent – Insurance Transfer Letter Evidence of mortgagee change to Axos Bank for any hazard/flood policies. Need copy of letter addressed to the insurance company. Axos loan number (use investor loan number when applicable) and mortgagee clause to read: Axos Bank, ISAOA/ATIMA, P.O. Box 5804, Troy, MI 48007-5804	
7.	Original Note and Collateral Endorsement or Allonge to be fully executed and made payable to: Axos Bank, ISAOA Without Recurse Send Original Note to: Axos Bank 4350 La Jolla Village Drive, Suite 140 Mail Code SCD-058 San Diego, CA 92122 (Include Bailee Letter / Wire Instructions)	

Document Stacking Order

1. [] Note
2. [] Note Addendums
3. [] MERS Deed of Trust/Mortgage
4. [] Riders
5. [] Prepay Addendum and Rider, if applicable
6. [] Payment Letter to Borrower
7. [] Initial Escrow Account Disclosure Statement, if applicable
8. [] Closing Instructions
9. [] ARM Disclosure
10. [] Borrowers Certification and Authorization
11. [] Hazard Insurance and Authorization Requirements
12. [] 4506-C: Request for Transcript of Tax Return
13. [] W9: Payers Request for Taxpayers ID
14. [] Acknowledgement of Receipt of Appraisal Report
15. [] Compliance Agreement
16. [] Federal Equal Credit Opportunity Act (ECOA)
17. [] Identity Affidavit or Patriot Act
18. [] Impound Disclosure or Waiver
19. [] Loan Quality Initiative Disclosure
20. [] Notice Concerning Furnishing Negative Information
21. [] Notice of Right to Cancel, if applicable
22. [] Occupancy and Financial Status Affidavit
23. [] Servicing Disclosure Statement
24. [] Signature Affidavit and AKA Statements
25. [] Social Security Administrative Authorization for the SSA
26. [] Statement of Borrowers Benefits
27. [] Tax Record Info Sheet
28. [] Credit Score Disclosure
29. [] Evidence of Joint Application, if applicable
30. [] Bonafide Discount Disclosure
31. [] Privacy Disclosure
32. [] CA Per Diem disclosure (CA loans only)
33. [] Notice of Servicing Transfer
34. [] Hardship letter, if first payment is less than 30 days
35. [] Foreign National loans require a W8 Form
36. [] Specific State disclosures