

Correspondent Submission Checklist

Documentation required for initial submission

Required for ALL Loans

- 1003
- Borrower(s) intent to proceed
- Initial disclosures (must include Settlement Service Providers List and Borrowers Authorization)
- Certificate of completion - if disclosures are e-signed
- Initial Loan Estimate(s) (and any Change of Circumstance forms)
- Credit report (dated within 90 days of submission)

Documentation required for submission to underwriting:

Tax Documentation (All Borrowers)

- Form 1040 (individual tax returns) for last 2 years

Income & Assets Documentation – Wage Earners

- Paystubs covering most recent 30-day pay cycle
- W2 forms for most recent 2 years
- 1099 forms for Social Security or pension/retirement income or copies of award letters
- Bank/brokerage statements with all pages (including blanks) for 2 most recent months
- Proof of all additional assets that will be used for qualifying (i.e., asset utilization, pledge)

Income & Assets Documentation – Self-Employed

- K-1 forms for the 2 most recent years for all businesses owned on Schedule E of Form 1040
- Business Federal tax returns with schedules (for ownership of 25% or more) for 2 most recent years
- Bank/brokerage statements with all pages (including blanks) for 2 most recent months
- Proof of all additional assets that will be used for qualifying (i.e., asset utilization, pledge)

Additional Documentation:

Purchase Property ONLY

- Source of down payment (documented on Form 1003)
- Purchase contract for subject property

Non-U.S. Citizen (NRA) ONLY

- Applicable citizenship documentation (e.g., valid passport and/or visa)
- Income, credit or asset information in a foreign language must be translated by a certified translator and must show daily transactions.

Alimony and/or Child Support ONLY

- Documented on the 1003