

AE Name: Account Manager:

Estimated Closing Date:

- ☐ Disclosures Only
- ☐ Full Submission
- ☐ Broker Disclosed
- ☐ Lender Disclosed

☐ Use Fee sheet supplied with submission

☐ Use Estimated fee through "Smart Fees"

Broker/Contact			
Broker Name		Broker NMLS	
Processor Name		Loan Officer Name	
Processor Phone		Loan Officer Phone	
Processor Email		Loan Officer Email	
Contract Processor NMLS		Loan Officer NMLS	
3rd Party Processing Fee \$		Broker Credit Report Fee	
Lender Fee Buy Out	<input type="checkbox"/> Yes <input type="checkbox"/> No	Broker Compensation	<input type="checkbox"/> Lender Paid <input type="checkbox"/> Borrower Paid
Affiliates	<input type="checkbox"/> Yes *Must Disclose on LE <input type="checkbox"/> No	BPC Amount	
<input type="checkbox"/> FHA Case Number: <input type="checkbox"/> Request FHA Case Number                      Previous FHA Case Number (if applicable)			

Loan Identification					
Borrower Name		FICO		Borrower Email	
Co-Borrower Name		FICO		Co-Borrower Email	
Co-Borrower Name		FICO		Co-Borrower Email	

Property					
Property Address					
City		State		Zip Code	
Property Value		Property Type		AMC	

Loan							
Loan Amount		Interest Rate		LTV		CLTV	
Loan Purpose	<input type="checkbox"/> Purchase <input type="checkbox"/> R/T Refinance <input type="checkbox"/> Cash Out			Occupancy	<input type="checkbox"/> Primary <input type="checkbox"/> Investment <input type="checkbox"/> Secondary		

Product	
Product Type <input type="checkbox"/> Fixed <input type="checkbox"/> ARM <input type="checkbox"/> 3/1 <input type="checkbox"/> 5/1 <input type="checkbox"/> 7/1	Product Term <input type="checkbox"/> 360 <input type="checkbox"/> 300 <input type="checkbox"/> 240 <input type="checkbox"/> 180
Impounds <input type="checkbox"/> Yes <input type="checkbox"/> No	MI <input type="checkbox"/> Borrower Paid <input type="checkbox"/> Lender Paid
Loan Program <input type="checkbox"/> FHA <input type="checkbox"/> FHA Streamline <input type="checkbox"/> VA <input type="checkbox"/> VA IRRRL <input type="checkbox"/> USDA	<input type="checkbox"/> Conventional (select one below) <input type="checkbox"/> Freddie Mac <input type="checkbox"/> Fannie Mae

Items needed to disclose: Broker disclosed submission
<input type="checkbox"/> Signed initial Loan Application by borrower(s) and LO
<input type="checkbox"/> Initial Loan Estimate (LE) dated within 3 days of the application date
<input type="checkbox"/> Consent Form (Proof of LE delivery)
<input type="checkbox"/> Settlement Service Provider List (SSPL)
<input type="checkbox"/> Intent to Proceed
<input type="checkbox"/> Home Loan Toolkit with proof of delivery within 3 days of the application date
<input type="checkbox"/> Homeownership counseling Form dated within 3 days of the application date
<input type="checkbox"/> Credit Report
<input type="checkbox"/> Submission Form
<input type="checkbox"/> Previous FHA Case Number (FHA refinances only)
<input type="checkbox"/> COE or Request for COE (VA loans only)

Items needed to disclose: Lender disclosed submission
<input type="checkbox"/> Signed initial Loan Application by LO
<input type="checkbox"/> Submission Form
<input type="checkbox"/> Credit Report dated within 60 days
<input type="checkbox"/> Previous FHA Case Number (FHA refinances only)
<input type="checkbox"/> COE or Request for COE (VA loans only)

Notes and Other Comments

Credit Report
<input type="checkbox"/> Re-Issue Broker Credit (CreditPlus / Credit Technologies / Information Research / SettlementOne ) <input type="checkbox"/> Lender pull new credit

Items needed to move to UW: Broker and Lender disclosed submission	
<input type="checkbox"/> Signed Borrower Certification and Authorization	<input type="checkbox"/> Assets (if applicable)
<input type="checkbox"/> Income Docs; 2 Recent Paystubs Covering a 30 day Pay Period or S/E: 2yr 1040's	<input type="checkbox"/> Purchase Agreement (if applicable)

FHA Files
<input type="checkbox"/> Non borrowing spouse's credit report (if applicable)
<input type="checkbox"/> FHA Case Number or Request (above)

VA Files
<input type="checkbox"/> Non borrowing spouse's credit report (if applicable)
<input type="checkbox"/> VA COE or Request for COE
<input type="checkbox"/> VA loan comparison within 3 days of app date (if broker disclosed)