



PROCESSING CHECKLIST

Loan Number: _____ Closing Date: _____
 Borrower Name: _____ Loan Object: _____

CONV DU PURCH SFR SET UP
 FHA/VA LP R/T REFI PUD USDA APP ID: _____
 USDA GUS C/OUT R CONDO FHA/VA CASE NO: _____
 JUMBO MANUAL TX50A6 MULTI CAVIRS
 O/O N/O/O 2ND MI COMPANY: _____

Loan Amt: \$ _____ Mo'ly / Lpmi _____ Mi Rate: _____ %
 Ltv/Cltv: % _____ Exp Dates _____ Mi Fctr: _____ %
 Loan Term: Years _____ Credit _____ Prem: _____ %
 FHA Min Inv: \$ _____ Income _____ Ufmip: _____ %
 Mo'ly Piti: \$ _____ Assets _____ \$ _____
 Funds to Close: \$ _____ Approval _____ Ann'l: _____ %
 Verified Funds: \$ _____ Lock _____ \$ _____
 Emd: \$ _____ FTHB? Y N Rate: _____ %
 Gift Funds: \$ _____ **USDA MAX** Appraised Value: _____
 SPCC \$ _____ **HOUSEHOLD INCOME** _____ Contract Price: _____
 CHFA/CHAC \$ _____ Appraisal Due: _____
 FICO - B: _____ FICO - CO-B: _____
 Credit Rpt No: _____ / _____
 CTC Dates: _____ Submit to UW: _____
 Request CD: _____ EOI Due: _____ CD Must Be Signed: _____
 Resubmit: _____ CTC Due: _____

COMMUNITY PROPERTY STATES: AZ, CA, ID, LA, NV, NM, TX, WA, WI

Application/Identity Conditions:

- _____ Completed 1003 With L/O Signature; 92900A
- _____ 1003 Purchase: Source of Down Payment -- Gift Source
- _____ Declarations Section Disclosing BK/FC/Child Support/Alien/ Etc.
- _____ Drivers License/SSC/Evidence of Borrower's Citizenship Status
- _____ MI Rate Quote/Final (Conventional) If No MI Remove MI Initial Disclosure
- _____ Acceptable Caviors (USDA/FHA/VA)
- _____ FHA Case # Assignment With Clear Borr Validation, L/O Name & NMLS
- _____ Fully Executed USDA: 3555-21

- _____ Authorized User; Disputed; Collections (Review Overlays, USDA Credit Waiver/FHA Policies)
- _____ Evidence Judgments, Liens, and Past Due Balances Are Paid Current
- _____ Prev BK/FC/Short Sale: Check Seasoning Guidelines, Get Proof of Dates If Needed
- _____ Payoff Statement/If Paid Paper Trail Source of Payment
- _____ Credit REO Property - Mtg. Statement, Taxes, Ins. proof of Ownership F/C
- _____ USDA: FICO <680 Review Attachment 10-A: Credit Underwriting
- _____ USDA: 3 Trades, 12 MO's Seasoning, or 2 Trades and 12 Month Vor Min 640 FICO
- _____ USDA: Include Student Loans @ 1% of Bal or Obtain Proof of Fixed Pmt.
- _____ USDA FICO <680; Vor Is Required. (Canc'ld Checks If LI Is Related)
- _____ USDA: Add Collections to Gus With Comments Use 5% of Bal, Payoff or Payment Agreement
- _____ USDA/FHA: Obtain VOE, Paystubs & Transcripts for NPS & Include Debts (Community Prop States)
- _____ USDA: New Debts as a Result of Inquiry; Manual UW or Re-Run Credit
- _____ USDA: If Prior Short Sale Must Have Been Current at Time of Sale and No Late Pays
- _____ FHA- 660< Residual Income Worksheet - Paycheck City - Exception Test Complete
- _____ FHA Tenant/Landlord Purchase: Lease Agreement + 6 MO's Cancelled Checks or 85% LTV
- _____ FHA: Collections >/= \$2000 Cumulative; Include @ 5% of Balance

Credit Report:

- _____ Check to Make Sure Credit Reference # Matches The Credit Report, Aus & Exp. Dates
- _____ Inquiry LOE, Address and AKA LOE
- _____ Income Calculation Worksheet or Self Employment (Sam Worksheet) Only If Using
- _____ Credit Supplement for Accounts Credit Supplements for Mortgage Payments
- _____ OfAC Credit Report Fraud Alerts Complete OfAC Processors Certification
- _____ VA - Paycheck City
- _____ Lox For Purchasing Another O/O Home (Intent For Departure)
- _____ Conv Stdnt Loans: Provide Proof of Mo'ly Payment or Use 1%
- _____ Divorce Decree / Child Support/ Separation Agreement & Attachments

Assets:

- _____ Reserves Required (Retaining Departure Residence, 2nd Home, Inv Prop)
- _____ Emd: \$ _____ Cancelled Check in File?
- _____ Bank Statement For Funds to Close (Follow Findings or USDA/FHA Guide)
- _____ Gift Funds / Gift of Equity: Follow FHA/USDA/Conv Guidelines
- _____ HUD From Sale of Departure Residence (Verify Funds to Close, Mtg Payoff)
- _____ Non Liquid Assets: Retirement 60%; Stocks/Bonds/Mutual Funds 70% Right Side of 1003
- _____ Terms and Conditions of Withdrawal Required on 401K
- _____ Source Large Deposits (50% of Qualifying Income – Conv; Follow USDA/FHA Guides) 1% of Sp
- _____ Access Letter (Not Needed on VA From Spouse)
- _____ Processors Certification For URL on Bank Statements Including Gift Funds

Income:

- _____ W2 Transcripts or IRS Transcripts For Tax Years Required By AUS Findings/ Guides
- _____ USDA: IRS Transcripts For All Adult Household Members
- _____ PVVOE From All Previous Jobs Update Info/Complete in E WVOE; Paystubs; W2'S; Tax Returns; Tax Extensions, Proof of Paid Taxes, Third Party Searches
- _____ Vor Rental Income Verification: Refer to Aus, Overlays, FHA/ USDA Guide
- _____ Rent Loss Insurance Req'd on Investment Prop Using Rental Income to Qualify
- _____ SSI/Retirement Awards Letter/1099/Tax Returns and 2 Mos Bank Stmt
- _____ 3 Months Child Support (FHA/Alimony Income Receipt + Divorce Decree 6 Months on Covn.
- _____ School Transcripts
- _____ FHA Only: Gap Letter If Unemployed > 3 Months
- _____ FHA Only: If Using Rental, Need Leases in Addition to The Tax Returns

Property: Seller Names:

- _____ Appraisal
- _____ Final Inspection W/ Photos
- _____ FHA Property Flipping Guides Apply?
- _____ FHA Appraisal Logging
- _____ Air Delivery to Borrower
- _____ SSR Fannie/Freddie - Air Cert And Air Delivery
- _____ FHA Mh Alta 7.1/Ibts/Hud Data Plate
- _____ FHA Mh Engineer Report/10 Year Warranty
- _____ FHA Escrow Holdback: Completed Form 92300
- _____ FHA Builder Documents Signed Before Appraisal
- _____ Certificate of Occupancy & Inspection Permit(New Cons) C/Out Refi.; No Listing in The Past 6 Months
- _____ Deed Restricted Property: Investor Approval Req'd
- _____ USDA - Water Test (Well/Septic)
- _____ USDA/FHA -Property Meets HUD Standards (Case # At Top of All Pgs)
- _____ USDA Condo - Must Be On Agency Approved List
- _____ USDA: Max 3 Acres; No Investment Prop
- _____ Condo Review - Submit File to Interisland Mtg. Corp. Does Fee Need Rediscovered
- _____ Limited Review Condo: Master Insurance, H0-6; Questionnaire; Appraisal
- _____ Flood Cert - If Flood Zone Borr to Sign Notice in Flood Zone Before Closing

- _____ Purchase Agree - Fully Executed And Seller Name Matches Title/ Appraisal
- _____ Identity of Interest (Follow Agency/ Program Guides)
- _____ Double Check Ltv
- _____ Short Sale Approval From Bank - Must Have For Ctc
- _____ Investment Purchase - No Identity of Interest
- _____ VA - 1805 - Dd214 - COE - If Irrl, Prior Loan Validation
- _____ VA - Loan Analysis Completed VA- Loan Summary Completed
- _____ VA Lender Certification Signed By Processor
- _____ Prelim Title With 12 Month Chain of Title, Cpl, Wire Instructions, Est. CD, E&O & Tax Certs (ILC If Required)
- _____ USPS, Flood Invoice, Insurance Invoice, Appraisal Invoice, Survey Invoice/IBTS Invoice

APPRAISAL INFO	
<input type="checkbox"/> As Is	<input type="checkbox"/> Subject To
<input type="checkbox"/> DETACHED	<input type="checkbox"/> ATTACHED
YR BUILT: _____	
ECONLIFE: _____	
SQ FTG: _____	

Disclosures & Final Check List:

- _____ All Sets Of Disclosures
- _____ 4506-T
- _____ Borrs Cert & Auth
- _____ SSA-89 Authorization
- _____ Hazard Insurance
- _____ Flood Insurance
- _____ File Contacts Complete
- _____ Colorado Net Tange Benefit
- _____ CD Signed Uploaded And Dated In E
- _____ Lock Confirmation
- _____ Complete 1008
- _____ Closing - Items To Be Signed At Closing
- _____ Soft Pull Credit 10 Day Prior To Closing
- _____ Underwriting DU/LP Delete Credit Portion
- _____ Processing Worksheet Uploaded To File
- _____ FHA Management Screen Completed
- _____ Signed Credit Authorization
- _____ 2nd Level Exception Test Requested
- _____ Intent To Proceed Update Disclosure Tracking
- _____ COC LE Interest Rate Lock/Float Agmt
- _____ Appraisal Charge Paid Or Collect
- _____ VA Child Care Form Completed & Added Loan Analysis Fraud Audit 720 Or Higher Passing
- _____ VA Nearest Living Relatives
- _____ FHA Refi - Remove The Face/Face - Get A Home Inspt - FHA Identity of Int
- _____ UW Coversheet Completed In E
- _____ HTL Processors Certification
- _____ All LE's Signed And In File
- _____ Mavent Passing
- _____ USDA Submission Form
- _____ USDA Gus Approval - Gus Run
- _____ USDA Conditional Commitment
- _____ USDA Management Screen Completed