



# NON-DELEGATED SUBMISSION CHECKLIST

## BROKER INFORMATION

Date \_\_\_\_\_ Broker/LO \_\_\_\_\_ Email \_\_\_\_\_  
 Processor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## LOAN INFORMATION

Borrower (s) \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Loan Amount \_\_\_\_\_ Sales Price \_\_\_\_\_ Value \_\_\_\_\_  
 VIP CODE \_\_\_\_\_ LTV/CLTV \_\_\_\_\_ Rate \_\_\_\_\_  
 Occupancy OO 2ND INV Property Type SFR PUD CONDO MANUF 2-4 UNIT

Notes

## UNDERWRITING DOCUMENTATION

AUS (DO/LP) 1008/Transmittal Initial URLA Signed by all Parties Credit Report VOM/VOR (If not on credit report)	FHA Condo: Evidence HUD Approved Payoff (Refi) Copy of current mortgage statement (Refi) Income Docs (VOE, pay-stubs, W2s, tax returns, etc.)	Assets (bank statements, Gift Letters, EMD, etc.) Purchase Contract & Addendums Net Tangible Benefit (Rate & Term Refi Only)
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## FHA REQUIRED DOCUMENTATION

### ALL FHA LOANS

92900 - A  
Case Assignment  
Clear CAIVRS  
Notice to Homeowner  
Consumer Choice Disclosure

### Purchase

92900 - B  
FHA Amendatory Clause  
Real Estate Cert  
Home Inspection Disclosure  
FHA Identity of Interest

### STREAMLINE

Mortgage Only Credit Report  
Payoff  
FHA Refi Authorization

## VA REQUIRED DOCUMENTATION

### ALL VA LOANS

Certificate of Eligibility  
Clear CAIVRS  
1802 - A (Signed & Completed)  
Nearest Living Relative  
VA Condo: Evidence VA Approved  
Loan Comparison & NTB (Refi)

### ALL VA LOANS

LIN IRRRL Case #  
Mortgage Only Credit Report  
VA Rate Reduction Cert  
Lender Certification  
VA IRRRL Max Loan Amt Worksheet  
No Income on 1003

## USDA REQUIRED DOCUMENTATION

Request for Loan Guarantee  
Property Eligibility Map  
Number of People in Household  
USDA Max Loan Amt Worksheet