



TPO SUBMISSION CHECKLIST

BROKER INFORMATION

Date _____ Broker/LO _____ Email _____

Processor _____ Phone _____ Email _____

LOAN INFORMATION

Borrower (s) _____

Property Address _____

Loan Amount _____ Sales Price _____ Value _____

LTV/CLTV _____ Rate _____

Occupancy OO 2ND INV Property Type SFR PUD CONDO MANUF 2-4 UNIT

UNDERWRITING DOCUMENTATION

ALL LOANS

- AUS (DO/LP)
- 1008/Transmittal
- Initial URLA Signed by all Parties
- Credit Report
- VOM/VOR (If not on credit report)
- Copy of Current Mortgage Statement (refinance)
- Income Docs (VOE, paystubs, W2s, tax returns, etc.)
- Assets (bank statements, Gift Letters, EMD, etc.)
- Purchase Contract & Addendums

FHA LOANS

962900 - LT

USDA LOANS

- GUS Findings
- Property Eligibility Map
- USDA Max Loan Amount Worksheet (Refi)

VA LOANS

- Certificate of Eligibility
- Prior Loan Validation (IRRRL)
- IRRRL Max Loan Amt Worksheet

COLLATERAL AND TITLE INFORMATION

- XML or 1st Gen PDF Version of Appraisal Report
- CDA or AVM (if applicable)
- Preliminary Title Report
- CPL
- Wire Instructions
- Hazard/Hurricane/Flood Policy
- Condo Documentation (if applicable)
- Trust/POA Documentation (if applicable)

Mortgagee Clause

For all states except those listed below in red, use:

V.I.P. Mortgage, Inc. ISAOA
9221 East Via de Ventura
Scottsdale, AZ 85258

For AR, CA, LA, NJ,
OK, and TX use:

V.I.P. Independent Mortgage, Inc. ISAOA
9221 East Via de Ventura
Scottsdale, AZ 85258

For OH use:

V.I.P. Independent Mortgage, Inc.
ISAOA (V.I.P. Mortgage, Inc.)
9221 East Via de Ventura
Scottsdale, AZ 85258

FHA Lender ID: 2563800009

VA Lender ID: 9102250000