



TBD CHECKLIST

Please ensure you have the following completed before submitting a file for a TBD Underwrite.

DATA ACCURACY

- SSN and DOB are correct.
- Two years of residence/employment information is provided.

DOCUMENTATION

- Documents are legible.
- Driver's License is uploaded.
- At least one paystub is provided.
- W-2s for at least one year is provided.
- At least one month's bank statement is provided.
- DU is in file (information matches Encompass).
- If the borrower is self-employed, at least one year of business and personal tax return is given or applicable income documentation (social security award letter) is provided.

DISCLOSURES

URLA – Part 1

- Verify every borrower's information is filled out. Frequently missed: Months/Years at current address, dependents.
- Verify >2 years residence
- If currently renting, verify rent information is entered in "Present" column.

URLA – Part 2

- Verify >2 years employment accounted for.
- Add any additional income.

URLA – Part 3

- Assets/Liabilities – Jointly or Not Jointly is checked if there is a co-borrower.
- Review liabilities and complete VOM, if applicable.

URLA – Part 4

- Declarations are filled out. Frequent error: U.S. citizen vs. resident alien conflict.
- Section 8: Demographic information and method of providing information filled out.

Itemized Fee Worksheet

Borrower Authorization

4506-C

- Name, SSN and address match most recent tax return. Company info filled in on Line 5. Only one tax form requested per 4506-C. Number of signatures match number of people listed on form.

LO – Verbal Credit Report Authorization

VA ONLY - Request for Certificate of Eligibility

- The following boxes are filled out: 1, 2, 3, 4A, 5, 7A, 8A, 9A, 9B or 9C and 10A.