



# 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  
 Notes \_\_\_\_\_

## 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