



Conventional Submission Review Checklist

All Loans	Conventional Purchase	Conventional Refinance	Jumbo Purchase
Jumbo Refinance	FNMA Home Affordable	FHLMC Relief Refinance	Government Checklist

Flagstar's Underwriting Submission Review process allows our customers the ability to reduce the number of file conditions, resulting in more accurate approvals and denials. The initial submission to underwriting should include the documentation listed in the *All Loans* section along with those listed in the specific loan type section. Failure to submit all required documentation will result in the loan being placed in a *Submission Hold* status.

Direct any questions to the Underwriting Support Desk by calling (866) 945-9872, option #1. All issues will be resolved within eight business hours.

ALL LOANS

- Initial 1003 fully completed (HMDA GMI, NMLS, employment and income, etc.) with all pages and date
- Borrower's Certification/Authorization form signed and dated by all borrowers
- Initial GFE dated within 3 days of the 1003 date for applications dated prior to October 3rd, 2015
- Initial TIL dated within 3 days of the 1003 date for applications dated prior to October 3rd, 2015
- Credit Score Disclosure*, [Doc. #3251](#) or equivalent for all borrowers including credit score, source, date, score range, percentage, key factors and contact information for at least one of the three credit reporting agencies. For borrowers without a credit score, *No Credit Score Disclosure*, [Doc. #3252](#) or equivalent, please refer to [Memo #13003](#).
- Fully completed 4506-T signed and dated by all borrowers with the applicable box checked
- Notice to the Home Loan Applicant*, [Doc. #3249](#) or equivalent for all borrowers (please refer to [Memo #13003](#))
- Sale of Servicing Disclosure*, [Doc. #3208](#) or equivalent, dated within 3 days of the 1003 date for applications dated prior to October 3rd, 2015
- Patriot Act Information Disclosure*, [Doc. #3243](#) or equivalent, completed and signed for all borrowers
- Notice to Borrower of Property in a Special Flood Area*, [Doc. #3214](#) fully completed, signed and dated by a borrower (only required if property is in a flood zone)
- ARM Disclosure* (ARM products only) or equivalent, fully completed. Reference the [product description](#) specific disclosure required.
- Homeownership Counseling Disclosure containing a minimum of 10 counseling agencies
- Notice of Right to Receive Copy of Appraisal Report* (with date), [Doc. #3248](#) or equivalent for applications dated prior to October 3rd, 2015
- Notice of Intent to Proceed signed and dated by a borrower* for applications dated on or after October 3rd, 2015 (Broker Loans Only)

CONVENTIONAL PURCHASE

- Paystub dated within 30 days of 1003 for all working borrowers
- Credit report dated within 60 days of underwriting and associated with Loantrac



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- 2-year tax return for self-employed borrowers on Fannie Mae products with DU findings; minimum 1-year tax return for self-employed borrowers on Freddie Mac products with LP findings. Additional years may be required per the AUS findings.
- AUS Findings (not required for Home Affordable & Relief Refinance products)
- Bank statement or 30-day banking transaction history
- Purchase Agreement (not required on TBD properties)

CONVENTIONAL REFINANCE

- Paystub dated within 30 days of 1003 for all working borrowers
- Credit report dated within 60 days of underwriting and associated with Loantrac
- 2-year tax return for self-employed borrowers on Fannie Mae products with DU findings; minimum 1-year tax return for self-employed borrowers on Freddie Mac products with LP findings. Additional years may be required per the AUS findings.
- AUS Findings (not required for Home Affordable & Relief Refinance products)

JUMBO PURCHASE

- Paystub dated within 30 days of 1003 and 2 years W2s for all working borrowers
- Credit report dated within 60 days of underwriting and associated in Loantrac
- 2 years tax returns for self-employed borrowers
- Bank statement or 30-day banking transaction history
- Purchase Agreement
- Social Security Number Verification, Doc. #3257 or equivalent, fully completed, signed and dated by all borrowers

JUMBO REFINANCE

- Paystub dated within 30 days of 1003 and 2 years W2s for all working borrowers
- 2 years tax returns for self-employed borrowers
- Credit report dated within 60 days of underwriting
- Appraisal. Jumbo refinance loans must include the appraisal in the initial submission to underwriting. Loans submitted without an appraisal will be placed into a *Loan Not Underwritten* status. TEMPORARILY SUSPENDED.
- Bank statement or 30-day banking transaction history
- Social Security Number Verification, Doc. #3257 or equivalent, fully completed, signed and dated by all borrowers



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FNMA HOME AFFORDABLE

Credit report dated within 60 days of underwriting and associated in Loantrac

FHLMC RELIEF

Credit report dated within 60 days of underwriting and associated in Loantrac

ONE CLOSE CONSTRUCTION

- 2-years tax returns for self-employed borrowers
- Bank statement or 30-day banking transaction history
- [Construction Guide Acknowledgment](#) signed and dated by all borrowers
- Purchase Agreement