



LOAN SUBMISSION INSTRUCTIONS: Email all items to aking@advancialmortgage.com for review.

1. For Pre-Approval: Please email the following items:

- 1008 (Make sure back end DTI is under 43%)
- 1003 (Does not have to be signed)
- **Fannie Mae 3.4 file**
- Credit Report (dated within 30 days)
- Assets – complete statements dated within 30 days (liquid assets listed separately from any retirement funds). Gift funds allowed without a 5% LTV reduction IF Borrower has 740 + Score and/or 5% of their own funds
- Income as described below:
 - 1) Wage earner – 2 Most recent years' W2's and YTD pay stub dated within the last 30 days. Prior two years personal tax returns.
 - 2) Self-employed: prior two years personal and business tax returns with all schedules
 - 3) Immigrant / Expat - copy of job offer letter or contract, and a copy of work Visa
- Executed purchase contract for purchases. Advancial will qualify on a TBD address.
- Advancial's condo or co-cop questionnaire (if applicable) – complete with no blank fields for questions answered "n/a" or "unknown"

Once Pre-Approval is issued, usually within 24-48 hours, it cannot be rescinded by an Underwriter unless a drastic change has occurred. Occasionally supporting documentation may be required for pre-approval.

2. After loan is pre-approved, please email the following items:

- Fees work sheet to give Advancial the correct fees that need to go on our LE.
- Broker Fee Sheet (Advancial will provide). This just shows what is due to the broker on the CD.
- Credit card Appraisal Order Authorization Form w/ borrower signature (or broker signature if paying for appraisal). **Advancial orders the appraisal, not the broker.**

3. Once pre-approved, and items listed in #2 are received, the rate can be locked upon receipt of the Broker Fee Sheet. Advancial AE will execute the rate lock and send confirmation.

- **Advancial Mortgage issues disclosures and the LE (based on fees provided by broker). We will send the disclosures to the broker to send to the borrower.**
- The loan moves to Underwriting for final funding conditions once Title and Appraisal are received, turn time 48-72 hours

Rush closings are available. Advancial can fund in as little as 10 business days from pre-approval. Please call for details.

Alex King IV | Advancial

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