



## FULL DOC - SUBMISSION NEEDS LIST

- 1. MOST RECENT 30-DAY PAYSTUBS**
  - a. W/ YTD INCOME LISTED
- 2. MOST CURRENT 2 YEARS W2's**
  - a. ALL EMPLOYERS
- 3. MOST CURRENT 2 YEARS 1040's**
  - a. ALL SCHEDULES
  - b. IF **SELF-EMPLOYED** PROVIDE 2 YEARS BUSINESS RETURNS & K-1'S
- 4. PROVIDE CURRENT SSA/RETIREMENT AWARD LETTER** IF APPLICABLE\*\*
  - a. INCLUDING BANK STATEMENTS SHOWING AUTO DEPOSITS & CURRENT 2 YEARS 1099'S. IF NOT DIRECT DEPOSITS PROVIDE COPY OF CHECK INSTEAD OF BANK STATEMENTS.
- 5. MOST RECENT 60 DAYS ASSET/BANK STATEMENTS** (ALL PAGES)
  - a. TO VALIDATE SUFFICIENT FUNDS FOR CASH TO CLOSE
  - b. PURCHASE & RATE TERM TRANSACTIONS\*\*
- 6. PRELIMINARY TITLE REPORT**
- 7. BORROWER AUTHORIZATION** TO PULL CREDIT
  - a. (SIGNED AND DATED ON OR BEFORE CREDIT REPORT DATE)
- 8. PURCHASE CONTRACT**
  - a. INCLUDING ALL ADDENDUMS & COUNTER OFFERS (IF APPLICABLE\*\*)
- 9. PROVIDE EARNEST MONEY DEPOSIT DOCUMENTATION** (IF APPLICABLE\*\*)
  - a. PROOF TITLE RECEIVED FUNDS (TITLE RECEIPT)
  - b. SOURCE OF FUNDS
- 10. SIGNED DISCLOSURES**
  - a. THE DISCLOSURES WILL BE SENT OUT TO THE BORROWER AND LOAN OFFICER VIA DOCMAGIC FOR E-SIGNATURE. PLEASE VALIDATE THAT THE DISCLOSURES WERE SIGNED.
- 11. CREDIT REPORT**
  - a. CREDIT REISSUE LOGIN CREDENTIALS
    - i. (IF NOT REISSUED INTO SYSTEM)\*\*
- 12. PROVIDE A GOVERNMENT ISSUED PHOTO ID**
  - a. MUST BE ACTIVE.
- 13. PROVIDE SSA**
  - a. NEED INK SIGNED OAKTREE FORM – SEE ATTACHED
- 14. PROVIDE ANTI-STEERING**
  - a. IF LENDER PAID ONLY\*\* - SEE ATTACHED
- 15. PROVIDE AFFILIATED BUSINESS DISCLOSURE (ABA)** – SEE ATTACHED
- 16. HOA PAYMENT COUPON**
  - a. IF THERE IS NO HOA, PLEASE PREPARE AN LOE STATING THAT THERE IS NO HOA FOR THIS PROPERTY.
- 17. PROOF MORTGAGES ARE PAID THROUGH CURRENT MONTH**
  - a. WE REQUIRE ALL MORTGAGES TO SHOW PAID GOOD THROUGH FUNDING. FOR EXAMPLE, IF YOUR LOAN IS FUNDING IN FEBRUARY, WE WOULD NEED PROOF THE MORTGAGE WAS PAID IN JANUARY.
  - b. **THE BEST WAY TO CLEAR THIS CONDITION** –
    - i. CREDIT SUPPLEMENT, OR
    - ii. MORTGAGE STATEMENT (AS LONG AS IT SHOWS THAT THE MOST RECENT PAYMENT WAS MADE)
- 18. HOUSING HISTORY VERIFICATION** (IF NOT ON CREDIT\*\*)
  - a. VOM/VOR, AND
  - b. 12 MONTH PROOF OF PAYMENT (VIA BANK STATEMENTS OR CANCELLED CHECK OR)
  - c. **IF PROPERTY FREE & CLEAR PROVIDE:**



- i. HOI DEC PAGE, AND
- ii. PROPERTY PROFILE

**19. PROVIDE CONTACT SHEET**

- a. FOR ALL PARTIES RELATED TO THE TRANSACTION. – SEE ATTACHED

**20. LOE'S – CAN BE SIGNED AT CLOSING\*\***

- a. DEROGATORY TRADELINES
- b. ADDRESSES ON CREDIT
- c. ALL CREDIT INQUIRIES OVER THE LAST 120 DAYS. MUST SPEAK TO EACH INQUIRY.\*\*
- d. UNPAID COLLECTION TRADELINES
- e. BENEFIT TO BORROWER LETTER (CASH OUT LETTER, IF CASH OUT)

**21. LEASE AGREEMENT**

- a. IF PROPERTY IS LEASED. REFINANCE TRANSACTIONS\*\*

**Please let me know if you have any questions regarding the prior to submission conditions required.**

Please save these documents as the List Number (i.e. #1 Paystubs, #2 W2; #3 1040 etc.), attach and email them to your rep. Your file will not be submitted to underwriting until every item listed on the submission needs list is provided (except for items that do not apply to your file).

Please let us know if you have any additional questions. We look forward to a smooth loan transaction!