

Best Practices... as easy as 1,2,3!

1 Account Executive: _____
2 FHA ID: 2323400005 - For FHA Case Order Form  For Mortgagee/Loss Payee Clause 
3 VA ID: 902688-00-00

- ### Items Needed For Initial Disclosures
- Submission Form
 - 1003 Unsigned & Undated
 - Brokers Itemized Fee Sheets
 - Closing Agent Itemized Fee Sheet or Settlement Statement
 - Purchase Agreement with ALL Addendum's (if applicable)
 - Affiliated Business Agreement (if applicable)

Processor / Loan Officer Contact Information

Processor _____	Loan Officer _____
Phone # _____	Phone # _____
Email _____	Email _____
Check Here if Main Contact for the Underwriter <input type="checkbox"/>	Check Here if Main Contact for the Underwriter <input type="checkbox"/>

Borrower (s)

First Name _____	Last Name _____
E-Mail _____	
First Name _____	Last Name _____
E-Mail _____	
First Name _____	Last Name _____
E-Mail _____	
First Name _____	Last Name _____
E-Mail _____	

Program Information

Product Type: **REQUIRED** **Loan Type:** **REQUIRED** Rate/Term Refinance
Select your product type > Select your loan type >

Base Loan Amount _____ Total Loan Amount _____ Purchase Price _____ Appraised Value _____
 Interest Rate _____ Fully Amortized _____ Interest Only _____

Mortgage Insurance		AU Type		Compensation Type	
BPMI <input type="checkbox"/>	LPMI <input type="checkbox"/>	DU <input type="checkbox"/>	LP <input type="checkbox"/>	REQUIRED > Lender Paid Comp <input type="checkbox"/>	If Borrower Paid Enter Amount <input type="text"/>

Fees / Case Number (if applicable)

Conventional - FHA - VA & USDA	CA All Other States	\$1070 \$970	Admin Fee Buyout—Yes or No? <input type="checkbox"/> Yes <input type="checkbox"/> No If VA Loan—Veteran Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No UFMIP/VA Funding Fee / USDA Guarantee Fee paid in cash? <input type="checkbox"/> Yes <input type="checkbox"/> No Refi—Title to be Transferred? (If yes, Transfer Tax Fee required) <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Texas Only	Attorney Fee	\$850 \$250	
FHA Streamline & VA IRRRL	All States	\$495	
Flood Cert/Tax Service	All States	\$10 / \$85	

Impound Account Information

Impound Account Yes No
 Taxes Yes No
 Insurance Yes No

Appraisal to be Transferred? (If yes, invoice required) Yes No

Property Information

O/O <input type="checkbox"/>	N/O/O <input type="checkbox"/>	2nd Home <input type="checkbox"/>	
SFR <input type="checkbox"/>	CONDO <input type="checkbox"/>	Site Condo <input type="checkbox"/>	PUD <input type="checkbox"/> Units # _____



Required for Registration / Loan Estimate

- *Submission Form
- *1003 - Unsigned & Undated
- *Fee Sheets from Broker

- *Closing Agent Fee Sheet or Settlement Statement Escrow
- *Purchase Agreement with all Addendum's (if applicable)
- *Affiliated Business Agreement (if applicable)

In Addition to Registration Documentation—Documentation for Submission to Underwriting

Conventional Loans	FHA Loans	VA Loans	Required VA-IRRRL Requirements
<p>Required—All Transactions</p> <ul style="list-style-type: none"> ➤ AUS if not run through Weslend assigned to Lenox Financial ➤ Credit Report associated with AUS dated within 60 days of submission (if not run through Weslend) ➤ Income Documentation as per AUS (Most recent pay-sub with YTD figures, W2s, Personal Tax Returns with all schedules & NO State returns, Corporate Returns (if applicable) with ALL Schedules ➤ Asset Documentation (Bank Statements, 401K Statements, Stock Statements, etc. ➤ Current Month Mortgage Statement for all properties ➤ Anti-Steering Disclosure if going LPC ➤ Any State Specific Broker Disclosures ➤ Purchase Agreement and ALL Addendum's (if applicable) ➤ Escrow Instructions (if applicable) <p>Suggested Documentation</p> <ul style="list-style-type: none"> ➤ Pay off demand ➤ Appraisal - if transfer ➤ Preliminary Title Report, including 24 month chain of title ➤ Borrowers LOE's addressing any derogatory credit and/or credit inquires within the last 120 days of the credit report date ➤ Homeowners Insurance Binder or HO6 if condo ➤ Condo Documentation (questionnaire, master insurance-including E&O and Fidelity Bond, budget, if applicable) ➤ Copy of note on any subordinate lien (if applicable) ➤ Gift documentation (gift letter, donor ability, evidence of Borrower receipt of funds, etc.) ➤ Wire Instructions ➤ Closing Protection Letter including Mortgagee Clause, Borrower(s) Name(s), Address and Loan Number ➤ Signed Social Security Authorization (SSA89) 	<p>Required—All Transactions</p> <ul style="list-style-type: none"> ➤ AUS if not run through Weslend assigned to Lenox Financial ➤ Credit Report associated with AUS dated within 60 days of submission (if not run through Weslend) ➤ 92900LT FHA Loan Underwriting Transmittal ➤ 92900A HUD Addendum to Uniform Residential Loan Application (Signed and dated by all applicable parties) ➤ FHA Case Assignment Results/Case Transfer ➤ Refinance Authorization with UFMIP (when existing loan being paid off is FHA) ➤ Anti-Steering Disclosure if going LPC ➤ Any State Specific Broker Disclosures, if applicable ➤ Income Documentation as per AUS (Most recent pay-sub with YTD figures, W2s, Personal Tax Returns with all schedules & NO State returns, Corporate Returns (if applicable) with ALL Schedules ➤ Asset Documentation (Bank Statements, 401K Statements, Stock Statements, etc. ➤ Current Month Mortgage Statement for all properties <p>Required - Purchase Transactions</p> <ul style="list-style-type: none"> ➤ 92900B FHA Important Notice to Home-buyer ➤ Purchase Contract with all addendums <p>Required - Refinance Transactions</p> <ul style="list-style-type: none"> ➤ Refinance Authorization with UFMIP ➤ FHA refinance Worksheet (FHA Streamline transactions) ➤ FHA Streamline <ul style="list-style-type: none"> • Mortgage Only Credit Report w/FICO scores • No Income on 1003 • Include complete Employer information • Net Tangible Benefit showing Streamline is eligible <p>Suggested Documentation</p> <ul style="list-style-type: none"> ➤ Pay off demand ➤ FHA Amendatory Clause ➤ Appraisal ➤ Preliminary Title Report, including 24 month chain of title ➤ Escrow Instructions, if applicable ➤ Homeowners Insurance Binder or HO6 if condo ➤ Condo Documentation (questionnaire as per AUS, master insurance-including E&O and Fidelity Bond, budget, if applicable) ➤ Written VOE if using overtime, bonus or commission income to qualify ➤ Termite, septic and/or radon gas inspection/report ➤ Estimated HUD 1 ➤ Copy of note on any subordinate lien (if applicable) ➤ Trust Agreement or Trust Cert if title to be held in Trust ➤ Gift documentation (gift letter, donor ability, evidence of Borrower receipt of funds, etc.) ➤ Wire Instructions ➤ Closing Protection Letter including Mortgagee Clause, Borrower(s) Name(s), Address and Loan Number 	<p>Required—All VA transactions</p> <ul style="list-style-type: none"> ➤ AUS ➤ Credit Report associated with AUS dated within 60 days of submission (if not run through Weslend) ➤ Broker Produce 92900A/26-1802a (HUD/VA Adden. to URAR) pg 1 signed by LO, pg 2 signed by Borrower(s) 2 places. ➤ Certificate Of Eligibility (COE) ➤ Anti-Steering Disclosure if LPC ➤ Any State Specific Broker Disclosures, if applicable ➤ Income Documentation as per AUS (Most recent pay-sub with YTD figures, W2s, Personal Tax Returns with all schedules & NO State returns, Corporate Returns (if applicable) with ALL Schedules ➤ Asset Documentation (Bank Statements, 401K Statements, Stock Statements, etc. ➤ Current Month Mortgage Statement for all properties ➤ Child Care Statement ➤ Nearest Living Relative Statement <p>Required - Purchase Transactions</p> <ul style="list-style-type: none"> ➤ VA Amendatory Clause—must be dated on or before date of Purchase Contract (PC) <p>Suggested Documentation</p> <ul style="list-style-type: none"> ➤ Current Payoff Demand ➤ Estimated HUD ➤ Homeowners Insurance Binder ➤ Title Report, including 24 mo. chain of title, wire instructions ➤ Escrow Instructions ➤ Closing Protection Letter w/ <p>Mortgagee Clause, Borrower(s) Name(s), Address and Loan #</p> <ul style="list-style-type: none"> ➤ Termite, septic and/or radon gas inspection/report ➤ Copy of note on any subordinate lien (if applicable) ➤ Trust Agreement or Trust Cert if title to be held in Trust ➤ Alien Registration Card (if applicable) 	<p>Required VA-IRRRL Requirements</p> <ul style="list-style-type: none"> ➤ 1003 with NO income, but need employer info ➤ Broker Produce 92900A/26-1802a (HUD/VA Adden. to URAR) pg 1 signed by LO, pg 2 signed by Borrower(s) 2 places. ➤ Mortgage Only Credit Report w/FICO scores ➤ VA Loan Comparison showing 36-months recoupment ➤ VA NTB Form ➤ VA 26-8923 IRRRL Loan Worksheet ➤ Copy of Current Mortgage Note with VA LIN# ➤ Print-Out of WebLG page for new VA-LIN # for IRRRL ➤ COE for IRRRL (cannot be for cash out only) ➤ Current Payoff Statement <p>Suggested Documentation</p> <ul style="list-style-type: none"> ➤ Homeowners Insurance Binder ➤ Title Report, including 24 mo. chain of title, wire instructions ➤ Escrow Instructions ➤ Closing Protection Letter w/ Loss Payee Clause, Borrower(s) Name(s), Address and Loan #

FHA Case # Request



Broker Comp. Name: _____ Broker's Tax ID/EIN#: _____

Loan Officer's Name & NMLS#: _____

ADP Code: 703 (SFR) 702 (PUD) 734 (CONDO) Condo Project Name: _____

Number of Units: _____ Program: Fixed 3/1 Arm 5/1 Arm

Loan Type:

Purchase R & T Refi Streamline with appraisal Streamline without appraisal Cash Out Refi

Streamline:

Prior Case #: _____

Est. Closing Date (M/Y): _____

Property Built Date: _____ of all properties and loan types

Property Address:

Street City State Zip Code

Borrower(s):

Last Name	First Name	Middle Name	SS#	DOB
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Max borrowers per loan 4 total / married and unmarried.

*****NOTE: The case number assignment cannot be dated prior to the interview date reflected on the 1003.**

Please send the completed form to: loansetup@weslend.com