



Help Center > Support0 > Knowledge Base > New Loan Checklist

New Loan Checklist

Keywords

[check list](#); [processing](#)

Article Content

New Loan Processing Check List

Borrower:

Loan Officer:

LO Phone Number:

LO Email:

DTI ___% ___%

LTV ___

Close of Escrow Date:

I authorize the Associate Listed Below to work on my behalf in this transaction:

Associates Email Address:

If this is a TBD are you requesting D/U or full credit approval?

Minimum disclosure for TBD are attached: Credit Auth, Borrower Auth, IFW, 4506 and 1003

If this is being Brokered out of ACC...where to? :

All disclosures are attached:

Check all disclosures for signatures and dates

Copy of Credit Report

Copy of ID's Social Security cards and residency cards if applicable (copy front and back)

Most recent 30 days paystubs

2010/2009 W2's (Please match all the W2's with the employment information on the 1003)

2010/2009 Federal tax Returns (all pages)*required on all FHA Loans & Contracted employees

2 most recent bank statements (if applicable...purchases or refi reserves)... all pages

Quarterly asset statements if applicable; 401k, Annuity, Stocks, Bonds, etc.

Bankruptcy papers, Divorce papers, Child support documents

Landlord information (purchases)

Appraisal, Invoice, and HVCC certification or...order date

Prelim or Title contact information

Purchase contract and all counter offers and addendums

Homeowners Insurance Declaration page or if purchase... a copy of the quote

If Purchase, please provide Buyer and Seller RE Agent information

Email point compressed file to Loan Processor...call for instructions if needed

Provide Valet log in and password:

Note: Additional information or requests to the Processor:

Loan Originators Signature:

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