

Loan Submission Form

FHA SPONSOR NUMBER: 24751-0000-5
VA SPONSOR NUMBER: 902324-00-00



CORRESPONDENT INFORMATION

Name: _____ Phone: _____ Email: _____
Address: _____

BORROWER INFORMATION

Borrower First Name/Last Name: _____ Email: _____
Co-Borrower First Name/Last Name: _____ Email: _____

LOAN INFORMATION

Loan Purpose: _____ Rate/Term _____ Cash Out Refi _____ Purchase _____ Impounds: _____ Yes _____ No _____
Occupancy: _____ Primary Residence _____ Second Home _____ Investment Properties _____
Property Type: _____ SFR _____ Condo Detached _____ Condo Highrise _____ Manufactured _____
PUD _____ Condo Attached _____ # Units _____
Loan Amount: \$ _____ Appraised Value: \$ _____ Sales Price: \$ _____

CORRESPONDENT PORTAL

Use the *CorrIQ* Portal to upload a complete FNMA 3.2 File.

PROGRAM DETAILS

Loan Product – Government Programs

FHA FHA STREAMLINE VA
 FHA SIMPLE NON-CREDIT QUALIFYING VA IRRRL
 FHA \$100 DOWN CREDIT QUALIFYING

Rate Type - Fixed

30 YEAR 25 YEAR
 20 YEAR 15 YEAR

Loan Product – Conventional Programs

CONVENTIONAL CONFORMING TEXAS HOME EQUITY 50(a)(6)
 HIGH BALANCE DU REFI PLUS
 FREDDIE MAC OPEN ACCESS FANNIE MAE HOMEREADY
 LENDER PAID MORTGAGE INSURANCE (LPMI) FREDDIE MAC HOMEPOSSIBLE/ADVANTAGE

IMPOUNDS WAIVED NOT WAIVED

Minimum Submission Requirements for Underwriting

1003 with Demographic Information (DI) Addendum signed and dated by Loan Officer Credit report dated within 90 days of submission*
→ Mortgage only with FICOs for all FHA Streamlines and VA IRRRLs
 1008 – Uniform Underwriting and Transmittal Summary 4506-T (signed)
 Desktop Underwriter (DU) or Loan Prospector (LP) Findings HUD 92900A Addendum for FHA/VA loans
 Letters of Explanation for all derogatory credit for Manual Underwrites FHA Case Request Form (if applicable)
 Income (not required on FHA Non-Credit Qualifying Streamlines and VA IRRRLs) E-Sign Certificate (required for all borrower signed e-disclosures. Must show the IP address)
 HMDA Universal Loan Identifier (ULI) and Lender Identity Identifier (LEI)
 Most recent bank statement(s) or 1003 Asset section completed to reflect funds to close
 Purchase Contract on purchase transactions and any Addendums or Counteroffers
 VA Guaranteed Home Loan Cash-Out Refinance Comparison Certification (*Cash-out Refinance Transactions Only*)

WAGE EARNER

→ Current paystubs for each borrower or Written Verification of Employment (WVOE) or most recent W-2

SELF-EMPLOYED

→ Two years tax returns or minimum per AUS Findings
→ Two years business tax returns if greater than or equal to 25% ownership or minimum per AUS Findings

Loan Specific Requirements

FHA STREAMLINE LOANS

Mortgage only credit report with FICOs must rate all mortgages on the subject property

VA IRRRL LOANS (No AUS required)

AVM (if credit score < 640) VA Loan Comparison Table

Stacking Order

Completed Submission Form Cover Letter

1. Credit Package

Mortgage Payoffs (if applicable) Additional Credit Docs/Supplements (if applicable) LOE Name & Address Variations
 Credit Inquiry Letter Divorce Decree/Separation Agreement (if applicable) SS Authorization
 VOR/VOM Bankruptcy Papers (if applicable) SS Validation
 Document all REO properties with Mortgage Statements, Taxes, HOA Dues, Owned Free & Clear

2. Income Documents

SS/Fixed Income Documentation (award letters, 1099, verified deposits) Schedule K-1 (if applicable)
 Rental Income (Current Lease Agreement) YTD Profit & Loss Statement, Balance Sheet

Non-QM Products – Refer to the Carrington Advantage Products Loan Submission Form

3. Asset Documents

Escrow Letter/Proof Earned Money Gift Funds/Donor's Ability (if applicable) Retirement or Investment Account Statements

4. Property Documents

Purchase Contract (if applicable) Tax Certificate Title Commitment
 Homeowners and Flood Insurance Condos and PUDs (Master Policy & HO6) (if applicable) Flood Certificate

5. Disclosures

Initial Federal and State Disclosure Package

6. FHA/VA

FHA LT Initial 92900a/1802 FHA Case# Assignment/VA 1805 Case Assignment
 VA Certificate of Eligibility VA Loan Analysis or IRRRL