

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: \$
Buydown 3 Year (3-2-1) 2 Year (2-1) 1 year (1-0) – Buydown available for Conv, FHA and VA only.

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 – including Lender Loan Information Page – Signed and Dated by the Borrower & Loan Officer ☐ Credit report dated within 90 days of submission*
➔ Mortgage only for all FHA Streamlines and VA IRRRLs
☐ 1008 – Uniform Underwriting and Transmittal Summary ☐ 4506-T (signed)
☐ CONV/FHA/VA 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 Assignment
☐ Income (not required on FHA Non-Credit Qualifying Streamlines and VA IRRRLs) ☐ 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
☐ Intent to Proceed ☐ Borrower Authorization ☐ VA Loan Analysis

Loan Specific Requirements

FHA STREAMLINE LOANS

☐ FHA Streamline Maximum Loan Amount Worksheet
☐ Mortgage only credit report must rate all mortgages on the subject property

VA IRRRL LOANS (No AUS required)

☐ Initial VA IRRRL Loan Comparison Statement ☐ VA IRRRL Worksheet
☐ Mortgage only credit report must rate all mortgages on the subject property

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 Earnest 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

☐ VA Certificate of Eligibility ☐ Initial 92900a/1802 ☐ FHA Case# Assignment/VA 1805 Case Assignment