

Delegated Submission Form

Correspondent Information

Please type or write legibly so that all correspondence is sent to the correct parties.

Post Closing Contact: **Phone:** **Email:**
Post Closing Contact: **Phone:** **Email:**
Secondary Contact: **Phone:** **Email:**

Loan Characteristics

Carrington Loan #: **Borrower Last Name/First Name:**
Product Type:
Purpose:
Product Code:

Submission to Include, but not limited to the following:

Use CorriQ to upload a complete FNMA 3.4 File

Documentation

Completed Submission Form Cover Letter

AUS Results

AUS Results: DU LP GUS
 1008 signed, dated, fully completed including Risk Assessment/match final AUS
 1003 – Initial & Final

Credit Package

Credit Report associated to AUS Additional Credit Docs/Supplements Bankruptcy papers
 Mortgage Payoffs (if applicable) Divorce Decree/Separation Agreement
 Credit Inquiry Letter SS Authorization SS Validation
 LOE Name & Address variations Form 1017 (FNMA Home Possible Only)
 Document all REO properties with Mortgage Statements, Taxes, HOA dues, Owned Free & Clear

Income Documents

Income Worksheets Verbal VOE

Salaried

WVOE's, Current Paystubs with YTD income, W2's (per AUS)
 SS/Fixed Income documentation (award letters, 1099, verified deposits)
 Rental Income (Current Lease Agreement)

Self Employed

Previous 2 years signed 1040's with all schedules & letter from CPA/business license confirming 2 years Self Employment
 K1's if applicable
 YTD Profit & Loss Statement, Balance Sheet

Asset Documents

Escrow Letter/Proof Earnest Money Gift funds/Donor's Ability (if applicable)
 Bank Statements Retirement or Investment account Statements

Property Documents

Appraisal w/Addendums (Color)/1004D SSR's/UCDP Purchase Contract
 Homeowners and Flood Insurance Condos & PUD's (Master policy & HO6) Flood Cert
 Title Commitment & CPL Tax Information Sheet Escrow/Closing Instructions

Disclosures

Initial & Rediscovered LE's Initial & Final CD Post Consummation CD (if applicable)
 Proof LE/CD were received if not signed Initial Federal & State Disclosure Packet Compliance Test Results

Closing Documents

Note Deed of Trust/Mortgage & Riders Rescission Payment History (if applicable)
 POA (if applicable) Mortgage Insurance Cert (if applicable) State & Federal Closing Documents
 Fannie/Freddie UCD Settlement Cert (for purchase transaction) must be signed by all parties with sales contract date included in the Buyer's section and Seller's section

FHA/VA

FHA LT Initial 92900a/1802a FHA Case # Assignment/VA 1805 Case Assignment
 FHA Streamline Max Loan Amount Worksheet VA Certificate of Eligibility VA Loan Analysis or IRRRL
 VA IRRRL Loan Comparison Statement VA Guaranteed Home Loan Cash-out Refi Comparison Cert
 Proof VA Funding Fee was paid. If borrower is exempt, provide the loan register with FFPS and a copy of the receipt showing \$0.00 payment for funding fee

USDA

USDA Conditional Commitment USDA form Attachment A – Household & Repayment Worksheet

Original Collateral (Note & Bailee/Wiring Instructions) to be sent to:

Deutsche Bank National Trust Company
 Attn: Carrington Correspondent Team
 1761 East St. Andrew Place, Santa Ana, CA 92705