

## Non-Delegated Correspondent Loan Submission Checklist Conventional, FHA, VA & USDA

**TBD**

Accepted on Agency Programs: Unsigned 1003 must be submitted and Flood Cert is not required. All other Full Submission and Income Documents are required.

### Required Documents – Full Submission

- Initial 1003:** Signed by borrower and LO and must include the 6 pieces of information: Borrower Name(s), SSN(s), Property Address, Value, Income, Loan Amount and Demographic Information (DI)
- Credit Report:** Must be less than 90 days old. Government Loans Only: Non-borrowing spouse credit report required in a community property state (AZ, AK, CA, ID, LA, NV, NM, TX, WA, WI). Debts must be listed on the 1003 and in 3.2.
- AUS uploaded and released to FGMC via DO or ran through the FGMC Portal** (unless indicated in the AUS Requirements)
- Asset Verification:** One bank statement, retirement accounts, earnest money/gift funds (if applicable per AUS)
- Net Tangible Benefit** (Rate & Term Refinances Only)
- Purchase Contract** (Purchase Only)

### Income (N/A on non-credit qualifying VA IRRRLs and Streamlines)

- |   |   |
|---|---|
| <input type="checkbox"/> Wage Earners: One Paystub & W2's per AUS | <input type="checkbox"/> Social Security or VA benefits: Copy of Award Letter and 1099s |
| <input type="checkbox"/> Pension Income: 1099s                    | <input type="checkbox"/> Self-Employed: Tax Returns per AUS                             |

### Required Documents for FHA

*The documents in this section are required for FHA loans, in addition to the documents required in the Required Documents section.*

- |   |   |
|---|---|
| <input type="checkbox"/> Notice to Homeowner (assumptions)      | <input type="checkbox"/> FHA Case Query (FGMC as Sponsor, Lender as Originator) |
| <input type="checkbox"/> Initial 92900-A (completed and signed) | <input type="checkbox"/> CAIVRS   |
| <input type="checkbox"/> Consumer Choice Disclosure             | <input type="checkbox"/> FHA Condo: Evidence HUD Approved                       |

#### **Purchase Only**

- |  |   |
|--|---|
| <input type="checkbox"/> HUD Form 92900-B Important Notice to Homebuyers | <input type="checkbox"/> HUD Form 92565 For your Protection Get a Home Inspection |
| <input type="checkbox"/> FHA Amendatory Clause & Real Estate Certificate | <input type="checkbox"/> FHA Identity of Interest                                 |

#### **Streamline Only**

- |  |  |
|--|--|
| <input type="checkbox"/> Mortgage Only Credit Report with Scores | <input type="checkbox"/> FHA Refinance Authorization |
| <input type="checkbox"/> Mortgage Note & Current Statement       | <input type="checkbox"/> Payoff Demand               |

#### **203(k) Only**

- |  |   |
|--|---|
| <input type="checkbox"/> 203(k) Calculator | <input type="checkbox"/> Contractor Bid(s) or Statement of Repairs from 203(k) Consultant |
|--|---|

### Required Documents for VA

*The documents in this section are required for VA loans, in addition to the documents required in the Required Documents section.*

- |  |   |
|--|---|
| <input type="checkbox"/> VA Certificate of Eligibility (COE)   | <input type="checkbox"/> VA Nearest Living Relative Statement               |
| <input type="checkbox"/> CAIVRS                                | <input type="checkbox"/> VA Condo: Evidence VA Approved                     |
| <input type="checkbox"/> Initial 1802-A (completed and signed) | <input type="checkbox"/> Loan Comparison & NTB Disclosure for Cash-Out Refi |

#### **IRRRL Only**

- |  |   |
|--|---|
| <input type="checkbox"/> Mortgage Note & Current Statement       | <input type="checkbox"/> Lender Certification (if 20% increase) |
| <input type="checkbox"/> LIN IRRRL Case Number                   | <input type="checkbox"/> VA IRRRL Worksheet (VA Form 26-8923)   |
| <input type="checkbox"/> Mortgage Only Credit Report with Scores | <input type="checkbox"/> No Income listed on initial 1003       |
| <input type="checkbox"/> VA Rate Reduction Certificate           |   |

### Required Documents for USDA

*The documents in this section are required for USDA loans, in addition to the documents required in the Required Documents section.*

- |  |   |
|--|---|
| <input type="checkbox"/> RD 3555-21 Request for Loan Guarantee                     | <input type="checkbox"/> Borrower Authorization (only required when FGMC re-pulls or reissues credit) |
| <input type="checkbox"/> Mortgage Only Credit Report Streamline Assist with Scores |   |

#### Streamlined Assist Only

- |  |  |
|--|--|
| <input type="checkbox"/> Mortgage Note & Current Statement     | <input type="checkbox"/> Payoff Demand Statement |
| <input type="checkbox"/> RD 3555-21 Request for Loan Guarantee |  |

### Additional Documents Recommended (optional)

- |   |   |
|---|---|
| <input type="checkbox"/> Appraisal  | <input type="checkbox"/> VVOE as required by AUS  |
| <input type="checkbox"/> Transcripts as required by AUS                         | <input type="checkbox"/> Power of Attorney and Trust Documentation  |
| <input type="checkbox"/> Title Commitment/Prelim Title w/24 mos. Chain of Title | <input type="checkbox"/> Copy of 2 <sup>nd</sup> lien/HELOC Note required for subject properties with subordinate liens |
| <input type="checkbox"/> Condo Questionnaire, if applicable                     |   |
| <input type="checkbox"/> LOX, if applicable                                     |   |