



Processing Submission Cover Sheet

This form must be completed in its entirety to be approved for underwriting submission. Blank forms or missing information from this checklist will result in a delay of your file being submitted to underwriting.

Loan Number			
Borrower		Co-Borrower	
Lo Name		LO NMLS ID	
Company Name		Company NMLS	
Contact Email Address		Processor Email Address	
Phone Number		Tax ID (EIN #)	
Closing Date			

Borrowers Email Address(s) REQUIRED for TRID			
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Loan Type	<input type="checkbox"/> USDA	<input type="checkbox"/> VA	<input type="checkbox"/> Conventional	<input type="checkbox"/> FHA
Loan Term	<input type="checkbox"/> 30 Year	<input type="checkbox"/> 20 Year	<input type="checkbox"/> 15 Year	<input type="checkbox"/> 10 Year
Loan Purpose	<input type="checkbox"/> Purchase	<input type="checkbox"/> R/T Refinance	<input type="checkbox"/> Cash Out Refinance	
Doc Type	<input type="checkbox"/> Full	<input type="checkbox"/> IRRL (VA)	<input type="checkbox"/> Streamline (FHA)	

Credit Re-issue for FNMA (From your credit vendor)			
Credit Vendor Name		Credit reference #	
Account User ID		Password	

Appraisal Request Information		Order Appraisal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Listing Agent	Name		Phone	
Selling Agent	Name		Phone	
Contact for Entry	Name		Phone	

Notes:

Government Case Number Order Info

Construction Type	<input type="checkbox"/> Proposed	<input type="checkbox"/> Under Construction	<input type="checkbox"/> Existing Construction	<input type="checkbox"/> New	<input type="checkbox"/> (less than 1 year)
Condo YES <input type="checkbox"/>	Condo Project Approved: YES <input type="checkbox"/> NO <input type="checkbox"/>				
NO <input type="checkbox"/>	FHA/VA Project ID: _____				
If Purchase, was this case previously sold as Real Estate Owned (previously owned by HUD)?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, previous FHA Case #: _____					
If Refinance, was prior loan FHA insured?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, previous FHA Case #: _____					

Notes:

LDP / GSA Information (Must be completed for government loans)

Loan Originator	
Processor	
Title Company	
Title Officer	
Escrow Officer	
Seller 1	
Seller 2	
Listing Agent	
Listing Agency	
Buying Agent	
Builder	
Developer	
Contractor	
Management Company	
Other	

Remarks:

REQUIRED DOCUMENTS For Initial Submission

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> LO & Borrower Signed documents, initials where applicable <input type="checkbox"/> Credit Report dated within 60 days of closing <input type="checkbox"/> Copy of Driver's License – must be legible | <ul style="list-style-type: none"> <input type="checkbox"/> 30 days of paystubs <input type="checkbox"/> 60 days of bank statements or VOD <input type="checkbox"/> Last 2 years tax returns and W-2's <input type="checkbox"/> VOE's for the past 2 years for each borrower |
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Use this form as a cover sheet for your submission package when uploading through access. Upload your signed disclosures and your supporting docs online at <http://wholesale.premierhomemortgage.com>

PROCESSING INFORMATION

Important Dates

Closing Date		Commitment date per contract	
Appraisal Date per contract		Other Important Dates	
If Refi - Anticipated Closing Date			

Confirmation of Details

Rate		Purchase Price	
Annual Property Taxes		Tax Disbursement dates	1 st Half: 2 nd Half:
HOI Premium		HOI Agent	
Escrows to be waived?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lender Paid	<input type="checkbox"/> Borrower Paid

Title Company Information

Title Company Name		Contact	
Phone		Email	
Order a Survey? <input type="checkbox"/> Yes <input type="checkbox"/> No	Survey Company to order from		

Details for Processor

Current Landlord Name		Phone	
Email		How long have they rented from this person	Years: Months:
Previous Landlord		Phone	
Email		How long have they rented from this person	Years: Months:

Please provide a 2 year rental contact info

If Borrower currently owns a home, please include in your submission Mortgage Statement, tax bill and HOI dec page of all property they own

Where is the down payment coming from?

Is the borrower self-employed or file a Schedule C, Schedule E or Schedule F?

Yes No

If yes, please note that we will need the most recent 2 years tax returns on file with the IRS for personal and business with any correlating K-1's or W-2's

Are any debts paid by the business or another individual

Yes No

If yes, can this be documented with 12 months cancelled checks by the business or individual? (Not on schedule C) **Please supply**

Yes No

Earnest Money Deposit per contract

\$

Copy of cancelled check will be required

Notes to the Processor about your file

Checklist for Processing Submission

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| <ul style="list-style-type: none"> • Copy of borrower(s) license or other picture ID • LOX for all credit inquiries over the most recent 120 days per the credit report date • 30 days MOST RECENT paystubs (in consecutive order) - all borrowers • 2 Years (Signed) tax returns - all schedules • 2 Years most recent W-2's • 2 months MOST RECENT bank statements all pages (no internet printouts unless stamped and signed by bank) (if NSF's, will need LOX for this and may be an issue for UW) | <ul style="list-style-type: none"> • Payment for Appraisal - credit card form available from AE (Optional) • Purchase Contract - Fully executed with all disclosures per state requirements (including bill of sale) • VA - DD214 • VA - Proof of service letter if active duty • Award letter for ANY SSI income, disability income, pension, retirement income • Initial Disclosures - signed by borrowers and LO | <ul style="list-style-type: none"> • Divorce Decree - if receiving or paying child support or alimony • Mortgage statements, property tax bill & HOI dec page for ANY & ALL property currently owned by applicant • Letters of explanation for derogatory credit showing on credit report • Letters of explanation for ANYTHING unusual that your processor will need help understanding and informing underwriting about • Asset statements for ANY assets listed on the 1003 |
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