



LOAN SUBMISSION COVER SHEET

LE DISCLOSED BY
BROKER PARTNER

LQB LOAN NUMBER: _____ REQUEST DATE: _____

LO NAME: _____ EMAIL ADDRESS: _____

BORROWER NAME: _____ EST. CLOSING DATE: _____

BORROWER EMAIL ADDRESS: _____

IS THE LO RELATED TO THE BORROWER? ___ YES _____ / ___ NO

FULL PROPERTY ADDRESS: _____

PROPERTY TYPE: ___ SFR ___ CONDO ___ UNITS AMC: _____

LOAN PURPOSE: ___ PURCHASE ___ RT REFI ___ CASH OUT REFI IMPOUNDS: ___ Y / ___ N

___ DU REFI PLUS ___ STREAMLINE ___ OTHER _____

OCCUPANCY: ___ O/O ___ 2ND HOME ___ NOO

Rebate/Discount: _____ % Lock Expire Date: _____

Borrower Paid? ___ Y / ___ N (if YES, rebate must be credited to borrower's closing costs)

Lender Paid? ___ Y / ___ N (if YES, rebate must be used toward LO Fees, overage must be credited to borrower)

COMP PLAN: _____

LOAN AMOUNT: _____ LTV: _____

___ FHA ___ CONV ___ VA ___ USDA ___ OTHER: _____

WHO WILL CLOSE THIS LOAN? ___ THIRD PARTY ___ BROKER-OWNED ESCROW

MESSAGE TO UNDERWRITER—

BRIEF DESCRIPTION OF LOAN/ANY UNUSUAL CHARACTERISTICS OR GUIDELINE APPLICATIONS



Minimum Submission List

BROKER PARTNER TO DISCLOSE LE

Minimum Items For ALL Loan Programs	
<ul style="list-style-type: none"> • AUS Approval – Finalized and released to RSM • 1003 – Completed in full; signed/dated by LO (Note: this will be considered the date of the application for disclosure purposes) • Initial LE and any COC’s disclosures • Intent to Proceed – signed and dated • Service Provider List – reflecting providers for Section C Fees on LE • Fee Validation Sheet or other validation of title/closing fees • 4506-T – (Cert of Completion if e-signed) • Authorization to pull credit dated on or prior to credit report date • Credit Report • Credit score disclosure • Mortgage Loan Origination Agreement (if required by state) • State Specific Disclosures 	<ul style="list-style-type: none"> • All other required disclosures (unless RSM disclosed) <ul style="list-style-type: none"> ○ Home Loan Tool Kit Acknowledgement – signed and dated w/in 3 days of application ○ Notice of Right to Receive Copy of the Appraisal (unless included on 1003) ○ Homeownership Counseling Disclosure ○ Privacy Policy ○ Equal Credit Opportunity Act (ECOA) ○ Fair Lending Notice ○ Anti-Steering Disclosure (completed) ○ Home Loan Tool Kit ○ Borrower Certificate and Authorization • Income documents required by AUS • Asset documents required by AUS • Purchase contract, if applicable • Preliminary Title, if applicable • Electronic Disclosure and Consent Agreement or E-Sign Certificate, if applicable
Additional Documents for FHA loans	Additional Documents for VA loans
<ul style="list-style-type: none"> • FHA Case Assignment • 92900A – signed and dated by all parties • Note for existing loan or mortgage statement (if streamline) • Current payoff (if streamline) • 2 Utility Bills (if streamline) • Non-borrowing spouse credit report and authorization to pull credit 	<ul style="list-style-type: none"> • VA Case Number Assignment assigned to RSM • Initial signed 1802-A • Non-borrowing spouse credit report and authorization