

Borrowers Last Name:	Loan Number:
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Brokers Comp Percentage: \_\_\_\_\_ Processing Fee: \_\_\_\_\_  
 3rd Party Processing Fee 3rd Party Processor Name & NMLS ID number

**Checklist for Initial Disclosures**

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|---|--|
| <ul style="list-style-type: none"> <li>Credit Report must be reissued in portal</li> <li>Valid Government-Issued Photo ID: Driver's License, Passport, EAD, VISA (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li>Title/Escrow <b>Fee Sheet</b>. Otherwise Smart fees will be ran.</li> <li>Signed Initial disclosures and ITP required for submission to underwriting</li> <li>Copy of fully executed Brokers Credit Authorization form and/or Processor Cert</li> </ul> |
|---|--|
- REMINDER: TRID loans can't have appraisal ordered until ITP acknowledged.**

**ASSETS**

- Most recent 30 day bank statement. Large deposits to be documented per guidelines. Signed access letter for all joint accounts.
- For all gifts, please provide completed and signed gift letter. Please Note – If gift has already been transferred, please provide supporting documentation per Guidelines

**PROPERTY**

For Purchases: Fully executed Purchase Agreement, including all Amendments and Riders, with applicable e-sign consent  
 If Condo / Co-op, enter Project Name: \_\_\_\_\_

**INCOME**

- Self-Employed Borrowers for All **Lite Doc** Occupancy Types:
- Signed and dated **Self-Employment Verification Form** OR CPA/Accountant/Tax Preparer/Enrolled Agent's letter on firm's letterhead stating borrower's position/ title, ownership percentage, and business inception date for All businesses. Must include contact information.
  - Signed and dated **QB Profit & Loss Form** OR 12-month CPA prepared Profit & Loss Statement ( P&L) for a period ending within 90 days of closing.
- Full Doc Heloan:** Please provide full income documentation per agency guidelines

**CREDIT**

- If using alternative tradelines to meet minimum credit requirements, provide copy of most recent statement(s) evidencing borrower is owner of the account and credit supplement verifying timely payments for at least 12 months. Copy of note and 12 months canceled checks for Private mortgages (if applicable).
- If Investor Loan Under an Entity (Corp / LLC), provide all formation documents outlined in the Guidelines. Note: ALL individuals who own 25% or more of the entity must be on the loan application as a guarantor.

**DSCR: Residential 1-4:**

- Note: No Employment/Income on 1003
- Completed **Residential 1-4 DSCR Standard Worksheet**
- Completed **Residential 1-4 DSCR Plus Worksheet**  
Rent documentation – existing leases or 3rd party tool

**OTHER:**

- Completed Rental Income from Other REO: **QB Rental Income Form**
- For HELOAN: Need copy of First Mortgage Statement and/or Note

Notes to Underwriter: