

# Processing Submission Form

## Contact Information

Sub. Loan To: \_\_\_\_\_ Date: \_\_\_\_\_  
 Corr. or Broker?: \_\_\_\_\_  
 Loan Officer: \_\_\_\_\_ NMLS MLO #: \_\_\_\_\_  
 LO Cell: \_\_\_\_\_ Loan Processor: \_\_\_\_\_  
 LO Phone: \_\_\_\_\_ LP Phone: \_\_\_\_\_  
 LO Email: \_\_\_\_\_ LP Email: \_\_\_\_\_

## Borrower Information

Borrower Name(s): \_\_\_\_\_  
 Borrower Email Address: \_\_\_\_\_  
 Property Street, City, ST, Zip: \_\_\_\_\_  
 Contact for Inspection Access: \_\_\_\_\_

## Loan Information

Requested Loan Amount: \_\_\_\_\_ LTV/CLTV: \_\_\_\_\_ COE: \_\_\_\_\_  
 Estimated Value: \_\_\_\_\_ Purchase Price: \_\_\_\_\_ Doc Type: \_\_\_\_\_  
 Program Type: Non-Prime 1<sup>st</sup> or 2<sup>nd</sup> FICO: \_\_\_\_\_ Impounds: \_\_\_\_\_  
 Property Type:  SFR  Condo/PUD  2-4 Units  Condotel  Non Warrantable Condo  
 Occupancy:  O/O  2<sup>nd</sup>  N/O/O Purpose:  Purch  R&T Refi  Cash-Out Refi  
 Product: 3/1 5/1 7/1 10/1 30 yr fixed 40yr Fixed IO Pre-Pay Years: \_\_\_\_\_  
 Loan Term: \_\_\_\_\_

## Qualification / Submission Requirements

Required	Required
Borrower's Authorization	Escrow Instructions and prelim
Settlement Statement with Initial Fees	Lock - If Float, leave blank
Credit Report	Credit card authorization for appraisal order
Income / Bank Stmts* / Rental Agreements	Specialty Product, i.e. DP Assistance, Bank
Purchase Contract	Statement or Stated Product
Encompass <b>Complete w/1003 &amp; CONTACTS</b>	
E – Consent Form	
Current Mtg, HOI, & HOA Statements	

**Borrower Paid:** \_\_\_\_\_ **Lender Paid:** \_\_\_\_\_ **Processing Charges: \$** \_\_\_\_\_

### Notes to Processor:

\_\_\_\_\_  
 \_\_\_\_\_ **Rate:** %  
 \_\_\_\_\_ **Orig.:** %  
 \_\_\_\_\_ **Disc.:** %

**Appraiser Contact:** \_\_\_\_\_

**Vesting:** \_\_\_\_\_