



LOAN SUBMISSION FORM-USDA

Borrower(s): _____

Lender: _____

Main Contact: _____ Email: _____ Phone: _____

File uploaded TIL requested Case # requested Appraisal Ordered DO Released

Borrower email (required): _____

Processor's Name and email: _____

Is a particular MAM U/W requested? _____ If so, which MAM U/W? _____ Streamline Assist? _____

LOAN INFORMATION

- Loan Submission Form
- Initial Loan Application (1003) – Signed by LO
- Revised Loan Application (1003) – All 1003's must include NMLS numbers for LO and Company
- RD 3555-21 – Including originating lender tax ID# and pg. 2 signed by the borrower(s)

CREDIT REPORT AND LIABILITIES

- Credit Report
- Credit Reporting Company Name: _____
- Credit Report Reissue Number: _____
- For Credit Reissue:
- User Name: _____
- Password: _____
- Credit Report Supplements (incl FACTA and Risk Based Pricing)
- Explanation of derogatory credit and inquiries within 120 days
- Explanation of name or address variances
- Borrower(s) Gov't issued photo IDs
- VOM (if not on credit report)
- VOR (if required)
- Divorce Decree, Separation, Judgement, Bankruptcy, or other liability documentation
- Cancelled checks to exclude debts (12 months)
- Verification of Student Loans Payment & Balance from Acct Holder
- HOA Dues documentation
- Payoff Statement or Payoff Calculation (Required on Refis)

INCOME

- W-2 Employee Using Base Pay
- Pay Stub – covering 1 full month with YTD earnings
- W-2's for prior 2 years or VOE with 2 yr. history (written VOE required if using bonus, OT, or commissions to qualify)
- Self-Employed or Rental Income
- 1040's for prior 2 years
- YTD P&L
- 1099's for prior 2 years
- 1120/1120s for prior 2 years – if ownership is over 25%
- K-1's for all companies on Schedule E
- CPA Letter or Business Licenses
- Other - if applicable
- Explanation for employment gaps of 30 days or more
- Processor's Income Worksheet
- Guarantee Fee Worksheet
- Income & Ratio Calculation Worksheet
- Employment Contracts
- Lease Agreements
- Awards Letters + proof of current receipt
- Pension Awards + proof of current receipt
- Social Security Awards letter + proof of current receipt
- Child Support Agreement letter + proof of current receipt
- Trust Agreement

ASSETS

- Bank Statement(s) – most recent 2 months and showing funds to close
- Verification of source for large deposits
- Earnest Money Deposit source (cancelled check & bank statement)
- 401k/IRA/Annuity Statement(s) – most recent 2 months
- Gift Letter – plus verification of donor funds, proof of transfer and deposit into borrower(s) account
- NSF fees explanation (if applicable)
- Cancelled checks for any POC items
- HUD-1 or contract from sale of previous home – if using proceeds for down payment
- Use of Funds Letter – for any joint account the owner is not a borrower

APPRAISAL

- Appraisal – legible photos, addenda, maps, sketch
- Appraiser's license – must be state certified
- Proof Borrower Received Copy of Appraisal/Valuations

PROPERTY DOCS

- Sales Contract – signed with all addenda
- Termite/Home Inspection – if contract or appraiser requires
- Well/Septic Inspection
- Prior Sale HUD – if less than 6 months since sale
- New Construction
- Certificate of Occupancy
- 10 Yr. Warranty, Inspection (92051), Certification (92541 & 92544), Termite NPCA-99a/b, NPMA-99a/b

DISCLOSURES

- LE and Itemization – dated within 3 days of application
- Certification of Receipt of LE/Intent to Proceed
- All LEs and Change of Circumstance forms
- Initial TIL
- Affiliated Business Disclosure (if applicable)
- Written list of providers (if applicable)
- Anti Steering Disclosure
- Rate Lock Agreement / Mortgage Loan Origination Disclosure
- RESPA Servicing Disclosure
- ECOA Disclosure
- Notice of Right to Receive Appraisal – ECOA
- Notice of Right to Receive Appraisal – HPML
- Appraisal Credit Card Authorization
- Fair Lending Notice
- Patriot Act Disclosure
- Privacy Policy
- Credit Score Disclosure
- Acknowledgement of Receipt of RESPA's Homeownership Counseling Organizations List AND Copy of List Provided
- Borrower(s) Credit Authorization
- Consent to Receive E-mail Delivery
- True Certified Letter
- Tangible Net Benefit – all refinances

GOVERNMENT LOAN DISCLOSURES

- CAIVRS numbers for all borrowers – must be clear
- LDP/GSA checks – Borrowers, Sellers, Realtors, Appraiser, Loan Officer & Company

TITLE AND HAZARD DOCUMENTS

- Title Insurance
- Title commitment with 3 year chain of title
- CPL
- Wire Instructions
- Tax Cert
- Hazard Insurance
- Hazard Binder with proper coverage & Paid Receipt
- Endorsement to Mid America Mortgage or corrected mortgagee clause

MISCELLANEOUS

- Signed 4506-T
- POA – must be prior approved