

PROCESSING CHECKLIST

INCOME	Borrower		Co-Borrower 1		CoBorrower 2		
	Ordrd	Rcvd	Ordrd	Rcvd	Ordrd	Rcvd	
W2s (2005)	_____	_____	_____	_____	_____	_____	Full Doc
W2s (2006)	_____	_____	_____	_____	_____	_____	
Paystubs	_____	_____	_____	_____	_____	_____	SISA
Verbal VOE	_____	_____	_____	_____	_____	_____	
Written VOE	_____	_____	_____	_____	_____	_____	SIVA
Personal Tax Returns	_____	_____	_____	_____	_____	_____	
Business Tax Returns	_____	_____	_____	_____	_____	_____	NINA
Bank Statements	_____	_____	_____	_____	_____	_____	
Asset Statements	_____	_____	_____	_____	_____	_____	BK Stmt
SS Awards Letter	_____	_____	_____	_____	_____	_____	
Pension Statement	_____	_____	_____	_____	_____	_____	
Leases (# needed____)	_____	_____	_____	_____	_____	_____	
Emplymt/CPA letter	_____	_____	_____	_____	_____	_____	
Business License	_____	_____	_____	_____	_____	_____	

CREDIT

1st mortgage payoff
 Company Name: _____
 Loan #: _____
 Amount: \$ _____
 (P) _____
 (F) _____
 Turn Time: _____
 Ordered: _____ Rcvd: _____
 Update Ordered: _____ Update Rcvd: _____
 Via: phone / fax / automated

2nd mortgage payoff
 Company Name: _____
 Loan #: _____
 Amount: \$ _____
 (P) _____
 (F) _____
 Turn Time: _____
 Ordered: _____ Rcvd: _____
 Update Ordered: _____ Update Rcvd: _____
 Via: phone / fax / automated

3rd Mortgage /Other Payoff
 Company Name: _____
 Loan #: _____
 Amount: \$ _____
 (P) _____
 (F) _____
 Turn Time: _____
 Ordered: _____ Rcvd: _____
 Update Ordered: _____ Update Rcvd: _____
 Via: phone / fax / automated

Credit Supplement	_____	_____
Credit Report	_____	_____
Divorce Decree	_____	_____
Separation Agreement	_____	_____
Child support order	_____	_____
BK Papers	_____	_____
VOR	_____	_____
VOM	_____	_____
12 Mos Cncl'd Checks	_____	_____

TITLE CO: _____
 (P) _____ (F) _____
 (E) _____
 Contact: _____

	Ordered	Received
Title	_____	_____
Loan amount	_____	_____
Mortgagee	_____	_____
Taxes	_____	_____
Pre HUD	_____	_____
Gap Letter	_____	_____
ICL	_____	_____
Wiring	_____	_____
E&O	_____	_____
Clear liens	_____	_____
Survey or ALTA 9	_____	_____
24 Month Chain	_____	_____

INSURANCE CO: _____
 (P) _____ (F) _____
 Contact: _____
 Policy # _____

	Ordered	Received
Dwelling Coverage	_____	_____
Mortgagee Clause	_____	_____
Premium paid/due	_____	_____
Flood Insurance	_____	_____

Mortgage Insurance Required? Yes / No _____

Condo/Attached PUD: _____
 (P) _____ (F) _____
 (E) _____
 Contact: _____
 Condo Questionnaire Ordrd _____ Rcvd _____
 Cert of Insurance Ordrd _____ Rcvd _____
 Agent: _____
 (P) _____ (F) _____
 --Borrower Name, Address, Mortgagee, Loan # _____

DISCLOSURES / COMPLIANCE

	Rqstd	Rcvd
Point file	_____	_____
Dated within compliance	_____	_____
1003 complete	_____	_____
Missing Disclosures:	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPRAISAL _____
 (P) _____ (F) _____
 (E) _____

	Ordered	Received
Original	_____	_____
Trainee license	_____	_____
Supervisor license	_____	_____
E&O	_____	_____
Resume	_____	_____
Invoice	_____	_____

PURCHASE

	Rqstd	Received
Realtor Contact: _____		
(P) _____	Contract	_____
(F) _____	EMD (cncl'd checks)	_____
(C) _____	Termite	_____
	Well / Sewar / Septic	_____
	Home Inspection	_____

PROCESSING CHECKLIST

Rcvd: _____

	<u>Submitted</u>	<u>Approved</u>	<u>Last Cond Sent</u>	<u>Clear to Close</u>
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Submitted to _____

Submitted to _____

Submitted to _____

Escrows? Yes / No (circle one)

LO Approved Final docs and Fees _____ Faxed Payoffs and Invoices to Title Co. _____

Sent Closing Order Docs to Lender _____ Delivered File to Full Access _____

Closing Date and Time _____

Funding Date _____

Items Required from LO for Processing:

	<u>Requested</u>	<u>Received</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____

Changes Made to Loan After Submission:

Conversation Log:
