

Loan Information

****Check a box below only if it applies to your loan****

- Borrower(s) taking title as Married Sole & Separate
- Borrower(s) have a Co-signer(s)
(Co-signers do not occupy the home and will sign the Note only)

Contact Information

Lender Name: _____

Person to Contact: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

APPRAISAL

<input type="checkbox"/>		1) Complete Copy of appraisal including pictures

SAMPLE

PURCHASE CONTRACT AND PROPERTY INFO

<input type="checkbox"/>		1) Copy of signed Purchase Contract and all addenda thereto
<input type="checkbox"/>		2) HUD REO/Fannie Mae/VA/Bank Owned Property or 203K Loans: Signed and dated Lender Certification stating the exact dollar amount of escrow holdback. (Also need cert if there is no holdback.)
<input type="checkbox"/>		3) Leasehold Land: Copy of Lease for land

SAMPLE

MFA LOCK COMMITMENTS

<input type="checkbox"/>		1) Lender signed copy of First Home Reservation/Lock Commitment
<input type="checkbox"/>		2) Lender signed copy of First Down Reservation/Lock Commitment

SAMPLE

UNDERWRITER INFORMATION

<input type="checkbox"/>		1) Signed copy of Underwriters approval & AUS Findings
<input type="checkbox"/>		2) Copy of Credit Report
	<input type="checkbox"/>	Copy of Credit Report for non-purchasing spouse or three years of tax returns for verification of first time homebuyer status
<input type="checkbox"/>		3) Copy of completed Home Buyer Counseling Certification of Completion for all Borrowers
<input type="checkbox"/>		4) Conventional Loans only: Copy of MI Certificate

ALL APPLICATIONS and VOR

<input type="checkbox"/>		1) Copy of complete <i>Final First</i> mortgage application(s) for all Borrower(s)
<input type="checkbox"/>		2) Copy of Verification of Rental History for a full preceding 1 year to present for borrower(s) and non-purchasing spouse
<input type="checkbox"/>		3) Copy of complete <i>Final Second</i> mortgage application(s) for all Borrower(s);

SAMPLE

ALL INCOME DOCUMENTATION

<input type="checkbox"/>	1) MFA Compliance Addendum signed and dated by the lender and Borrower(s) and if applicable non-purchasing spouse
<input type="checkbox"/>	2) Copy of most current bank statement for all bank accounts
<input type="checkbox"/>	3) Copy of fully completed, written Verification of Employment, within 90 days from Compliance Approval for all Borrower(s) and if applicable non-purchasing spouse
<input type="checkbox"/>	4) Copy of year-to-date pay stub with the pay period end date within 30 days from Compliance Approval [Or Current (within 12 months) Social Security Award Letter] for all borrowers
<input type="checkbox"/>	5) Copy of any other documents that pertain to other household income (i.e. divorce decree)
<input type="checkbox"/>	6) Self-Employed Borrowers: Copy of signed year-to-date profit and loss statement, Federal Tax Returns for most recent two years and Self-Employment Analysis Sheet