

CONVENTIONAL LOAN SUBMISSION – Minimum and Necessary Documentation

Choose a checklist below based on who disclosed your file:

ESSEX PREPARED DISCLOSURES FOR BROKER	<u>OR</u>	BROKER PREPARED DISCLOSURES
<ul style="list-style-type: none"> <input type="checkbox"/> Submission Form <input type="checkbox"/> Anti-Steering completed and signed by both loan officer and borrower (Lender-paid loans only) <input type="checkbox"/> 4506-T – Must have live signature (only if the borrower did not send a copy back thru the Essex initial disclosure process) <input type="checkbox"/> Right to Receive a Copy of the Appraisal ECOA (Waiver) <input type="checkbox"/> Completed CalHFA borrower affidavit” if applicable <p>Credit Package:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Handwritten Loan Application (1003) – Signed by LO only <input type="checkbox"/> AUS if available (DU or LP) <input type="checkbox"/> Tri-merge Credit Report(s) dated within 60 days of submission date <input type="checkbox"/> All Current Income documentation: Most recent year W-2’s, 1 Paystub covering 30 days of YTD income, award letters, etc., - dated within <u>60 days of submission date</u> <input type="checkbox"/> Self-employed- most recent 1 year complete personal and business tax returns <input type="checkbox"/> Most recent 1 month Bank Statement(s) to verify ALL funds needed to close – <u>dated within 60 days of submission date</u> <input type="checkbox"/> Legible Purchase Contract, all counteroffers and addendums (minimum signatures from one buyer and seller- PURCHASE ONLY) <input type="checkbox"/> Escrow Instructions/Deposit Receipt <input type="checkbox"/> Preliminary Title Report/Title Commitment dated within 60 days (Property profile reflecting 24 chain of title may be accepted at submission with Prelim to follow) <input type="checkbox"/> <u>MCC ONLY</u>: Most recent 3 years complete personal tax returns 	<u>OR</u>	<ul style="list-style-type: none"> <input type="checkbox"/> Submission Form <input type="checkbox"/> Loan Estimate <input type="checkbox"/> Intent to Proceed <input type="checkbox"/> Settlement Service Provider List <input type="checkbox"/> Borrower’s Authorization <input type="checkbox"/> 4506-T-Must have live signature <input type="checkbox"/> Anti-Steering completed and signed by both loan officer and borrower (Lender-paid loans only) <input type="checkbox"/> Right to Receive a Copy of the Appraisal ECOA (Waiver) <input type="checkbox"/> Completed CalHFA borrower affidavit” if applicable <p>Credit Package:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Handwritten Loan Application (1003) – Signed by LO <u>and</u> borrower. <input type="checkbox"/> AUS if available (DU or LP) <input type="checkbox"/> Tri-merge Credit Report(s) dated within 60 days of submission date <input type="checkbox"/> All Current Income documentation: Most recent year W-2’s, 1 Paystub covering 30 days of YTD income, award letters, etc., - dated within <u>60 days of submission date</u> <input type="checkbox"/> Self-employed- most recent 1 year complete personal and business tax returns <input type="checkbox"/> Most recent 1 month Bank Statement(s) to verify ALL funds needed to close – <u>dated within 60 days of submission date</u> <input type="checkbox"/> Legible Purchase Contract, all counteroffers and addendums (minimum signatures from one buyer and seller- PURCHASE ONLY) <input type="checkbox"/> Escrow Instructions/Deposit Receipt <input type="checkbox"/> Preliminary Title Report/Title Commitment dated within 60 days (Property profile reflecting 24 chain of title may be accepted at submission with Prelim to follow) <input type="checkbox"/> <u>MCC ONLY</u>: Most recent 3 years complete personal tax returns <p>Additional Required Broker Disclosures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fair Lending (must have Agency’s name, address and phone #) <input type="checkbox"/> MLDS - (must have BRE license number and NMLS numbers for both Broker and Loan Officer, California BRE only) -MLDS replacement form also accepted <input type="checkbox"/> Adjustable Rate Mortgage Disclosure (if applicable) <input type="checkbox"/> Homeownership Counseling disclosure with agencies listed <input type="checkbox"/> PMI Disclosure for Conventional LTV > 80% (Lender-Paid) <input type="checkbox"/> Equal Credit Opportunity Act Disclosure <input type="checkbox"/> Patriot Act Information or Customer Identification Verification