



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 CNC U/W requested? _____ If so, which CNC 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