

**Correspondent Closed Loans  
STACKING ORDER**

**Closing Package- Uploaded to "Closing Package"**

- Wiring Instructions
- Closing Instructions
- Hazard Policy with proof paid
- Hazard Insurance letter transferring to our name
- Flood Insurance Policy with proof paid
- Flood Insurance letter transferring to our name
- Flood Cert (Life of Loan)
- Flood Determination Form signed by borrowers
- Final Signed 1003 Including HUD Addendum to App on FHA/VA & Seller Cert
- PMI Certificate (and proof of activation) - If applicable
- Mortgage Note – Original endorsed to us
- Mortgage Deed of Trust (Must be MERS)
- Mortgage Riders
  - 1-4 Family/NOO
  - PUD Rider
  - Condo Rider
  - 2nd Home Rider
  - ARM Rider
- First Lien Letter**
- QM Closing Fee Worksheet**
- HIGH COST TESTS (QM, HPCT, HPML, state, Fannie/Freddie, federal, etc.)**
- Short Form/Final Title Policy (With ALTA 9 coverage) if available
- Title Commitment with 12-month chain of title (copy of all deeds)
- Closing Protection Letter specific to loan transaction**
- Final CD Signed by all parties
- HUD Addendum-Signed by all parties (FHA purchases) & Seller Cert
- Mortgage Payment Letter
- Itemization of Amount Financed
- Initial Escrow Statement
- Tax Certification signed by title agent
- Agreement for Direct Payment of Taxes if Escrow Waiver
- Notice of Right to Cancel (refi on Owner Occ)
- Warranty/Transfer/Quit Claim Deed from seller to our borrowers
- Hotel and Transient Disclosure (FHA 2-4 family and Condo)
- SSA Authorization to Release
- ARM Disclosure (If Applicable)
- Agreement for Direct Payment of Taxes if Escrow Waiver
- IRS Form W9
- IRS Form 4506
- RESPA Servicing Disclosure/Notice of Transfer
- Name Affidavit
- Picture ID or Borrower Identification Form
- Errors and Omissions
- Occupancy Affidavit (not required on NOO)
- Survey or proof title issued with ALTA 9 Survey Coverage
- Disbursement Checks/Ledger**
- Power of Attorney/Trust documentation if applicable
- All PayOffs
- All State Specific **Closing** Disclosures

**Additional Docs For FHA Loans**

- Termite Inspection (Property) if required signed by all parties
- Proof of Upfront MIP Payment Made
- FHA Insurance Application to show SUCCESS
- Proof that loan is insured
- Important Notice to Homebuyer (Disclosure)
- Notice to Homeowner (Disclosure)

**Additional Docs For VA Loans**

- Termite Inspection signed by all parties
- Proof loan insured and VA Funding Fee Paid
- Federal Collection Policy
- Nearest Living Relative
- VA Funding Fee Certification
- Certificate of Loan Disbursement
- Counseling Checklist for Military (enlisted purchase only)
- Interest Rate / Disclosure notice (Refi)
- Old Vs New (Refi)

**Additional Documents for RD Loans**

- 1980-21- Request for Loan Guarantee
- 1980-18- Conditional Commitment
- 1980-19- Guarantee Loan Closing Report
- Proof Funding Fee paid (copy of check acceptable)
- GUS –AUS- showing Eligible Accept
- RD- 1980-17 Original Note Guarantee from RD to show Insured if loan is already insured

**Additional Documents for New Construction Loans**

- HUD approved 10 yr warranty required - fully executed application and proof of payment
- Termite/Soil Treatment- fully completed HUD NPCA-99a and 99b
- FHA Builder Cert Form-Completed and signed by builder
- Initial Building Permit
- Final C of O

**Credit Package: Uploaded to "Unfiled"**

- 1008/FHA 1008 Transmittal/RD Conditional Commitment/VA Loan Analysis
- FHA  FHA Case Number Assignment
- DU/LP/GUS Findings (Must match how Loan was closed)
- Original Uniform Residential Mortgage Application
- FHA/VA  FHA Uniform Residential Mortgage Addendum
- FHA  FHA Conditional Commitment

**Credit:**

- Credit Report (tri-merged)- Must show OFAC clear
- Credit Explanation Letters
- CREDIT DISCLOSURE-NO NEW DEBT- EVIDENCE OF WHAT WAS USED TO VERIFY NO NEW DEBT**
- Bankruptcy Papers/Discharge Papers
- Divorce Decree
- Lease Agreement/Copy of Taxes & Insurance of Properties Owned F&C/CD – Sale of Current Home
- Verification of Mortgage/Rent/Land Contract
- Child Support, Friend of the Court Letter
- Evidence all Exclusionary Lists checked (i.e.: CAIVRE, LDP/SAM, Appraiser, LO, etc.)
- Subordinate Financing Information
- FraudGuard

**Employment:**

- Verification of Employment (VOE)
- Current Paystubs (30 days worth)
- W2's (last 2 years)
- Profit and Loss Statement
- 1040's (Federal Tax Returns Only)
- Social Security Award Letters
- Pension Income Documentation
- Tax Transcripts from IRS Supporting Income docs used
- Verbal VOE

**Assets:**

- Verification of Deposit (VOD)
- Bank Statements
- Gift Letter with Supporting Documentation
- CD on Sale of Old Home
- Evidence & Source of EMD (Earnest Money Deposit)
- 401k/Stocks/Bond Statements or Copies

**Property:**

- Appraisal and (Appraisal log in for FHA) - in **COLOR .PDF**
- Value- Supporting Documents – AVM if applicable
- Copy of Appraiser License and E & O Insurance
- SSR Successful for both Fannie and Freddie**
- Appraisal Disclosure Notice
- Purchase Agreement fully executed
- FHA/VA  FHA/VA PA Addendum (signed by all parties)
- FHA  Lead Base Paint Disclosure
- Seller's Disclosure
- USPS to verify property Address

**Disclosures:**

- Loan Estimates - Provide All w/Change of Circumstance (CofC)
- Intent to Proceed and all Changed Circumstance Disclosure
- Borrowers Certification and Authorization
- Financial Privacy Act/ECO/Social Security Disclosure
- RESPA Servicing Disclosure
- 4506T fully executed
- Credit Score/ Risk Based Pricing Disclosure**
- All Product Specific Disclosures
- Arm Disclosure if applicable**
- All other Federal/State specific origination disclosures**
- Homeownership Counseling
- Econsent
- Affiliated Business Disclosure
- Lock Confirmation (State Specific)