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| **Loan #**  | **Submitting Company:**  |
| **Loan Program:**  | **Loan Purpose:**  |
| **AUS: Case #**  | **AUS Decision:**  | **Credit Scores:**  |
| *Verify the credit report being use is the credit report attached to the AUS finding and loan is locked using correct credit score.* *\*\* Conventional loans FINAL AUS must be in Towne’s name.* |
| **FHA CASE #:** W/successful results | **CAVIRS:** W/no claims |
| *Verify Case # has correct ADP code for property type. Loan must close within 6 months of case # date.* |
| **Initial GFE date:**  | **GFE COC Date:**  | **Final GFE:**  | **W/In Tolerance:**  |
| **Pre-Closing APR:**  | **Closing APR:**  |  | **\*\* APR must be w/in .0125** |
| **Initial Application Date:**  | **Close Date:**  | **Disbursement Date:**  |
| *Must have initial fully executed 1003 in file. Update submitting LO in system:* *Form & Doc > 1003 > Government Monitoring* |
| **FHA/VA loans initial 92900A fully executed:**  | **Fraudguard: [ ]  Yes [ ]  No** |
| **Close Date:**  | **Disbursement Date:**  |
| **Borrowers:**  |
| **Property**  | **USPS:**  |
| **Property Type:**  | *Verify HOA coverage included in mortgage payment, if applicable.* |
| **Purchase Price: $**  | **Appraised Value: $**  | **Base Loan Amount: $**  |
| **Total Loan Amount: $**  | **Upfront MIP: $**  | **Coverage:** **%**  | **Amount: $** |
| **Minimum Down Payment required: $**  | **Max Verified to bring to close per AUS findings: $**  |
| **EMD: $**  | **Seller Concessions: $**  |
| **LTV:** **%** | **RATIOS:** **/** |
| **Rate:** **%** | **MAX PITI: $** | **Monthly MI Coverage:** **%** | **Amount: $**  |
| **PROPERTY:** |
| **Copy of Color Appraisal:** **[ ]  Yes** **[ ]  No** | **Appraisal Effective Date:**  | **FHA Appraisal Logging: [ ]  Yes [ ]  No** |
| **Copy of Appraiser License & E/O: [ ]  Yes [ ]  No****[ ]  Fannie, Freddie, or EAD SSRS** |
| **Appraisal Completed AS-IS: [ ]  Yes [ ]  No** | **If Appraisal not completed AS-IS – copy of final inspection: [ ]  Yes [ ]  No** |
| *Legal Description on appraisal must match title. Update appraisal name and license # in system:* *Forms & Doc > 1003 > Other Data* |
| **Second Appraisal required:** **[ ]  Yes [ ]  No** | **PIW (Property Inspection Waiver) Conventional Loans: [ ]  Yes [ ]  No***If yes, verify final AUS requires only a PIW and no an appraisal.* |
| **PURCHASE AGREEMENT: [ ]  Yes [ ]  No** | **Fully executed by ALL parties: [ ]  Yes [ ]  No** |
| **Fully executed Amendatory Clause & Real Estate Cert for FHA/VA: [ ]  Yes [ ]  No***If Seller is an LLC or Trust, verify individuals that sign the PA are authorized signer.* |
| **CREDIT:** |
| **Credit Report Date:**  | **Credit Scores: B** **CB**  |
| **All liabilities included in ratios: [ ]  Yes [ ]  No** *If No, document why excluded or if being paid off (cashout refi) verify on final HUD-1* |
| **All collections = to and > than $2000.00 (individual or total combined) paid if full: [ ]  Yes [ ]  No***If at close, verify on final HUD-1.* |
| **LOX for inquiries signed and dated: [ ]  Yes [ ]  No** |
| **Community Property State: [ ]  Yes [ ]  No** *If yes, copy of non-borrower spouse credit required and debts must be included in ratios. Community Property States: Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin* |
| **INCOME:** |
| **Verbal VOE: [ ]  Yes [ ]  No** | **Income Worksheet in file: [ ]  Yes [ ]  No** |
| **30 day paystubs for borrower(s): [ ]  Yes [ ]  No** | **Most recent 2 year’s W2’s for borrower(s): [ ]  Yes [ ]  No** |
| **Most recent 2 years transcripts: [ ]  Yes [ ]  No** | **Most recent 2 years 1040’s, if applicable: [ ]  Yes [ ]  No** |
| **Self Employed: [ ]  Yes [ ]  No** | **AUS run as borrower Self Employed: [ ]  Yes [ ]  No** |
| **P & L: [ ]  Yes [ ]  No** | **Balance Sheet: [ ]  Yes [ ]  No** | **Required Tax Returns: [ ]  Yes [ ]  No** |
| **ASSETS:** |
| **Asset statements in file per AUS findings: [ ]  Yes [ ]  No** | **All large deposits addressed (if applicable): [ ]  Yes [ ]  No** |
| **Gift funds letter in file: [ ]  Yes [ ]  No** | **Acceptable gift documentation and receipt of gift funds in file (if not being wired to closing agent: [ ]  Yes [ ]  No** |
| **TITLE COMMITMENT:** |
| **Title Commitment: [ ]  Yes [ ]  No** | **CPL: [ ]  Yes [ ]  No** |
| **[ ]  Must include 12 months chain of title** | **[ ]  Dated w/in 72 hours of closing** |
| **[ ]  Condo – Alta 4 Endorsement** | **[ ]  Individual loan policy** |
| **[ ]  PUD – Alta A Endorsement** | **[ ]  Borrower(s) Name** |
| **[ ]  ARM – Alta 6 Endorsement** | **[ ]  Borrower(s) Property address** |
| **[ ]  Manufactured – Alta 7 Endorsement** |  |
| *Review title for possible judgments or additional liens for borrower*  |
| **HAZARD:** |
| **Hazard: [ ]  Yes [ ]  No** |  |
| **[ ]  One year policy on purchase with paid receipt**  | **[ ]  Borrower(s) name on policy and correctly spelled** |
| **[ ]  2 months remaining on Refi loan from day of closing** | **[ ]  Verify correct address** |
| **CONDO:** |
| **Condo: [ ]  Yes [ ]  No** |  |
| **[ ]  FHA, VA & USDA loans in condo project FHA approved [ ]  Yes [ ]  No** *Verify in FHA connection* |
| **CONDO INSURANCE:** |
| **[ ]  Coverage should be blanket coverage building for at least one million** | **[ ]  HOA is named as insured** |
| **[ ]  Borrower(s) name on policy and spelled correctly (if escrow account must escrow)** | **[ ]  Proof of Walls in Insurance \*Min. of 20% value** |
| **[ ]  Property address, including Unit # matches note and mortgage** |  |
| **FLOOD:** |
| **Flood Cert in File: [ ]  Yes [ ]  No** | **Flood Insurance: [ ]  Yes [ ]  No**  | **Premium $** |
| **[ ]  One year policy on purchase with paid receipt** | **[ ]  Borrower(s) name on policy and spelled correctly** |
| **[ ]  2 months remaining on Refi loan from day of closing** | **[ ]  Property address on policy and spelled correctly** |
| **TIL (Truth In Lending):** |
| **[ ]  Fully signed and dated day of closing** | **[ ]  APR is within 1/8 of last TIL disclosed prior to close** |
| **MORTGAGE NOTE:** |
| **Mortgage Note: [ ]  Yes [ ]  No** |  |
| **[ ]  Name signed as typed on document** | **[ ]  Lender name is correct** |
| **[ ]  Interest rate matches what is on rate lock and AUS** | **[ ]  Reflects NMLS Company and MLO ID#’s** |
| **[ ]  First payment date is correct \*\* add 1st payment date in GFE screen under EST payment date** |
| **MORTGAGE/MORTGAGE DEED OF TRUST:** |  |
| **Mortgage/MERS Mortgage:[ ]  Yes [ ]  No** | **[ ]  MERS/MIN #:** *Updated MIN# in systems: Actions > Edit Loan Number> Click Manually enter MERS MIN Number > Save* |
| **[ ]  MERS Mortgage** **If mortgage NOT MERS; need fully executed assignment of Mortgage** | **[ ]  Loan Term mirrors approval** |
| **[ ]  Check maturity date** *(i.e Mortgage ends in 30 year mortgage)* | **[ ]  Name must be signed as typed –** *no alterations without borrower(s) initials* |
| **[ ]  Notary page is correct and filed out** | **[ ]  Must show NMLS company and MLO #’s –** *only need to be on one page* |
| **[ ]  Legal description must match title** | **[ ]  Stamped True/Certified & Initialed** |
| **MORTGAGE RIDERS:** |  |
| **[ ]  Condo** | **[ ]  ARM Rider** |
| **[ ]  1-4 Family** | **[ ]  PUD** |
| **[ ]  Rehabilitation** | **[ ]  Tax Exempt** |
| **[ ]  Inter vivos Revocable Trust** | **[ ]  Hotel and Transient Use (FHA 2-4 Family & Condo)** |
| **[ ]  Second Home Rider** |  |
| **WARRANTY DEED:** *Purchase Only* | **QUICK CLAIM DEED: [ ]  Yes [ ]  No** *if applicable* |
| **[ ]  Required to show transfer of ownership from seller to borrower** |  |
| **MORTGAGE FIRST PAYMENT LETTER:** |  |
| **Mortgage First Payment Letter: [ ]  Yes [ ]  No** |  |
| **[ ]  Fully signed** | **[ ]  Match P & I on Mortgage Note** |
| **[ ]  Borrower(s) name** | **[ ]  First payment due date** |
| **[ ]  Property address** | **[ ]  Verify escrow amounts match HUD** |
| **[ ]  Max PITI is = or < than Max PITI on approval** |  |
| **NEW CONSTRUCTION:** |  |
| **New Construction: [ ]  Yes [ ]  No** |  |
| **[ ]  Builders Certification; signed by builder on page 1 & 2** | **[ ]  Builders warrant of completion; signed by builder and borrower(s)** |
| **[ ]  Final C of O** | **[ ]  Evidence of 10 year warranty and proof of payment or building permit dated prior to completion** |
| **CD /HUD-1 SETTLEMENT STATEMENT:** |  |
| **[ ]  Borrower(s) Name** | **[ ]  Borrower(s property address** |
| **[ ]  Signed by borrower(s), seller(s) and agent if FHA loan** | **[ ]  Max real estate commissions must be < 8% of purchase price** |
| **[ ]  LE/CD comparison shows NO cost to cure. Otherwise cure shows on page 1 of HUD** | **[ ]  CD payoffs for any disbursement on seller side of HUD for greater than $5000.00 to be addressed.** |
| **[ ]  Verify cash from borrower(s) on Final HUD-1 does not exceed max allowed from borrower(s) per AUS** | **[ ]  Verify closing is 3 business days after initial CD date [ ]  Initial CD \_\_\_\_\_\_\_ date sent****[ ]  E – consent****[ ]  Initial CD confirmation of delivery**  |
| **ITEMIZATION OF AMOUNT FINANCED:** |  |
| **[ ]  Fully signed by borrower(s)** |  |

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| **ADDENDUM TO HUD (FHA PURCHASE ONLY):** |  |
| **[ ]  Borrower(s) signature & date** | **[ ]  Seller signature & date** |
| **[ ]  Title agent signature & date** |  |
| **NOTICE OF RIGHT TO CANCEL:** |  |
| **[ ]  N/A on purchase and NOO** | **[ ]  Fully executed** |
| **[ ]  Does not violate 3 day** |  |
| **ADDITIONAL DISCLOSURE:** |  |
| **[ ]  Fully executed FACT Act Disclosure (credit score) & Risk Based Pricing – signed and dated** |
| **[ ]  Borrower(s) Certificate & Authorization to release info disclosure** |
| **[ ]  Homeownership Counseling Disclosure** |
| **[ ]  Picture ID or driver’s license** |
| **[ ]  Errors & Omissions – signed by borrower(s) notarized by title agent** |
| **[ ]  Occupancy Affidavit – not needed on Investment property** |
| **[ ]  Disbursement checks/ledgers – Title Company document** |
| **[ ]  Net Funding Sheet** |
| **[ ]  Survey or proof title issued without no exception for lack of survey – check short form for Alta 9 endorsement to clear this** |
| **[ ]  Mortgage payoffs – for ALL refinances** |
| **[ ]  Debts, judgments or collection being paid at close on cashout are to be on FINAL HUD-1** |
| **[ ]  Appraisal/Valuation disclosures** |
| **[ ]  Social Security Authorization** |
| **[ ]  PIW if on closing instructions** |
| **[ ]  Credit score disclosures** |
| **[ ]  PMI disclosures if applicable** |
| **[ ]  Final application – signature on page 1, 3, and 4 for each borrower and signature of interviewer on page 3 (for FHA)** |
| **[ ]  ECOA – fully signed by borrower(s)** |
| **[ ]  Initial Escrow Disclosure – fully signed and opening balance matched HUD escrow balance. \*\* Nevada cannot have any cushion; Vermont 1 month** |
| **[ ]  Tax Certificate – fully executed and tax amounts and due dates match those on initial escrow balance** |
| **[ ]  Taxes showing due have been paid [ ]  Yes [ ]  No** |
| **[ ]  Agreement for direct payment of taxes – needed on all non-escrow loans (except seconds)** |
| **[ ]  IRS W9 (closed loan purchase – check other sections on file)** |
| **[ ]  IRS 4506-T – 2 page document signed and dated by borrower(s)** |
| **[ ]  Important information (Patriot Act)** |
| **[ ]  RESPA Servicing Disclosure – fully signed by borrower(s)** |
| **[ ]  Name affidavit – fully signed by borrower(s)** |
| **[ ]  Informed Consumer Choice Disclosure – signed by borrower(s)** |
| **[ ]  Termite Inspection (if required) – signed by borrower(s), seller(s) & inspector** |
| **[ ]  Servicing Disclosure** |
| **[ ]  Confirmation of gift wire – if stated wired to Closing Agent/Title Company: must mirror gift letter info** |
| **[ ]  Final 1003 signed by ALL parties – must match AUS** |
| **[ ]  High Cost Test – originator to upload a copy and underwriter to complete in system and must match and pass in file based on FINAL HUD-1** |
| **[ ]  LDP/GSA** |

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| **MANUFACTURED HOMES:** |
| **[ ]  Provide evidence that the Affidavit of Affixture was filed. Include information to confirm title was retired** |
| **CONVENTIONAL ADDITIONAL DOCUMENTS:** |
| **[ ]  Copy of MI Cert, evidence MI has been paid and evidence cert is activated** |
| **VA ADDITIONAL DOCUMENTS:** |
| **[ ]  Interest Rate & Discount Disclosure** | **[ ]  Termite if required – signed by borrower(s) & seller(s) to sign** |
| **[ ]  Federal Collection Policy Notice VA 26-0503** | **[ ]  Old vs. New (VA Refi)** |
| **[ ]  Nearest Living Relative Form** | **[ ]  VA Purchase Agreement Addendum – borrower(s) & seller(s) to sign** |
| **[ ]  Certificate of loan disbursement (page 3 signed by borrower(s)) 26-1820** | **[ ]  VA Addendum URLA to be signed** |
| **[ ]  VA Eligibility** | **[ ]  VA Child Care Statement** |
| **[ ]  VA Escape Clause** | **[ ]  VA Verification of Benefits (26-8937)** |
| **[ ]  VA Lender Certification** | **[ ]  VA Funding Fee** |
| **[ ]  VA Certificate of Eligiblity** |  |
| **FHA ADDITIONAL DOCUMENTS:** |
| **[ ]  Conditional Commitment fully executed with correct property info (FHA/VA)** | **[ ]  HUD Addendum to the application – signed by borrower(s)** |
| **[ ]  FHA Purchase Agreement Addendum – signed by borrower(s), seller(s) & selling real estate broker** | **[ ]  Important Notice to Homebuyer** |
| **[ ]  Notice to Homebuyer Disclosure** | **[ ]  Proof MIP was paid** |
| **[ ]  Final 92900A** | **[ ]  Amendatory & Real Estate Clause** |
| **RD ADDITIONAL DOCUMENTS:** |
| **[ ]  Minimum 3 trade lines (can be closed) with 12 months payment history** | **[ ]  4506T and transcripts for all parties in household 18 & older regardless if on loan** |
| **[ ]  RD Household Income Statement** | **[ ]  RD Loan Guarantee Form 1980-01** |
| **[ ]  RD request for single family guarantee Form 3555-21** | **[ ]  3555-18 Conditional Commitment** |
| **[ ]  GUS Findings** |  |
| **STATE SPECIFIC:** |
| **[ ]  GA – Waiver of borrower(s) rights/foreclosure disclosure** |
| **[ ]  MN – Right to discontinue escrow; Conventional loans and LTV < = 80%** |
| **[ ]  OH – Closing Disclosure Form** |
| **[ ]  WI – Property Tax Escrow Option Form – signed by borrower(s) and must have option selected** |
| **TRUST DOC:** |
| **[ ]  Addendum to the Note** |
| **[ ]  Trust Acknowledgement** |
| **[ ]  Trust Rider** |

**REMINDERS:**

* **Validate Loan – review to validate credit score for lock mirrors credit score from credit report & AUS. Condition to correct lock if does not mirror.**
* **Compare FINAL disclosed GFE to HUD-1 – Section A has zero tolerance & Section B has 10% tolerance.**
* **Update GFE screen – in Est. Closing Date input actual closing date and Est. 1st payment input actual 1st payment date from Note. Required for servicing.**
* **Appraiser info to be added to 1003 Other Date & Interviewer (LO); 1—3 Govt. Monitoring.**