



## USDA LOAN SUBMISSION

**Borrower Paid \_\_\_\_\_ OR Lender Paid \_\_\_\_\_**

BROKER/CORRESPONDENT \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

DISTRICT DIRECTOR \_\_\_\_\_

BORROWER(S) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SALES PRICE \_\_\_\_\_ LOAN AMOUNT \_\_\_\_\_ LTV \_\_\_\_\_ CLTV \_\_\_\_\_

LOCKED RATE \_\_\_\_\_ LOCKED \_\_\_\_\_ YES \_\_\_\_\_ NO EST CLOSING DATE \_\_\_\_\_

CHECK ALL THAT APPLY TO SUBJECT LOAN:

LOAN TYPE:  PURCHASE  REFI(RATE/TERM) (EXISTING LOAN MUST BE USDA)

PROPERTY TYPE:  SF  2 UNITS  PUD  CONDO  
 EXISTING  NEW CONSTRUCTION

OCCUPANCY STATUS:  PRIMARY RESIDENCE

LOAN TERM:  30  25  20  15  10

LOAN PROGRAM:  FIXED  CREDIT APPROVAL ONLY  BUYDOWN

### ALL USDA SUBMISSIONS

**All documents should be fully complete, signed, dated (within compliance) and/or fully executed.**

### INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED

#### LEFT SIDE

- \*  1980-21
- \*  Caivrs
- payoffs
- Title
- HOI Dec page
- flood cert
- flood ins dec page (if applicable)
- \*  purchase agreement(if applicable)
- cancelled earnest money
- termite(if applicable)
- HOA Cert
- HVCC cert and Appraisal
- 2<sup>nd</sup> Appraisal (if required)

**\*Denotes what is required for Initial file submission**

#### RIGHT SIDE

- \*  LOX to UW(If applicable)
- rate lock
- \*  Gus findings
- \*  1003 updated (if applicable)
- \*  1003 initial
- \*  SSA card(s)
- \*  credit report
- \*  supplemental credit report
- VOM's and VOR's
- \*  LOX from customer for inquiry/derogatory credit
- docs regarding credit(BK,Divorce,Child Supp)
- copy of 2<sup>nd</sup> mtg note and subordination
- \*  Borrower A VOE,paystub(most recent first),w-2s
- \*  Borrower A misc income (child support, SSI etc)
- \*  Borrower B VOE,paystub(most recent first),w-2s
- \*  Borrower B misc income(child support, SSI, etc)
- \*  Borrower A assets
- \*  Borrower B assets
- jointly held assets
- gift letters and associated documentation
- \*  executed disclosures