



CONVENTIONAL LOAN SUBMISSION

Borrower Paid _____ OR Lender Paid _____

BROKER/CORRESPONDENT _____ District Director _____

LO CONTACT _____ PHONE _____ EMAIL _____

PROCESSOR CONTACT _____ PHONE _____ EMAIL _____

BORROWER(S) _____

PROPERTY ADDRESS: _____

CITY _____ STATE _____ ZIP _____

SALES PRICE _____ LOAN AMOUNT _____ LTV _____ CLTV _____

PMI REQUIRED ___YES ___ NO If yes: ___ Borrower Paid ___ Lender Paid ___ Genworth ___ Radian

INTEREST RATE _____% LOCKED _____ YES _____ NO EST. CLOSING DATE _____

CHECK ALL THAT APPLY TO SUBJECT LOAN:

LOAN TYPE: ___PURCHASE ___REFI (CASH-OUT) ___REFI (NO CASH-OUT) \$ _____ AV

PROPERTY TYPE: ___SF ___2 UNITS ___3/4 UNITS ___PUD ___CONDO ___APPROVED
___EXISTING ___NEW CONSTRUCTION

OCCUPANCY STATUS: ___PRIMARY RESIDENCE ___SECOND HOME ___INVESTMENT

LOAN TERM: ___30 ___25 ___20 ___15 ___10

LOAN PROGRAM: ___FIXED ___5/1 ARM ___7/1 ARM

ALL CONVENTIONAL SUBMISSIONS

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

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED

LEFT SIDE

- ___payoffs
- ___title
- ___HOI Dec page
- ___flood cert
- ___flood ins dec page (if applicable)
- _* ___purchase agreement (if applicable)
- ___cancelled earnest money check
- ___termite cert (if applicable)
- ___HOA cert (if applicable)
- ___HVCC cert and Appraisal
- ___2nd appraisal (if required)

*Denotes minimum required documentation for initial file submission

RIGHT SIDE

- _* ___LOX notes to UW
- ___Rate Lock
- _* ___Aus findings
- _* ___1003 updated (if applicable)
- _* ___1003 initial
- _* ___credit report
- _* ___supplemental credit report (if applicable)
- _* ___VOM's and VOR's
- _* ___LOX from customer for inquiry/derogatory credit
- ___any docs regarding credit (BK, Divorce, child supp)
- ___copy of 2nd mtg note and subordination agreement
- _* ___Borrower A VOE, paystub (most recent first), w-2's
- _* ___Borrower A misc income (child support, SSI etc)
- _* ___Borrower B VOE, paystub (most recent first), w-2's
- _* ___Borrower B misc income (child support, SSI, etc)
- _* ___Borrower A assets
- _* ___Borrower B assets
- _* ___jointly held assets
- ___gift letters and associated documentation
- _* ___executed disclosures