

AE Name: \_\_\_\_\_ Account Manager: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

- Disclosures Only    
  Full Submission    
  Broker Disclosed    
  Lender Disclosed  
   
  Use Fee sheet supplied with submission  
   
  Use Estimated fee through "Smart Fees"

Broker/Contact Information			
Broker Name		Broker NMLS	
Processor Name		Loan Officer Name	
Processor Phone		Loan Officer Phone	
Processor Email		Loan Officer Email	
Contract Processor NMLS		Loan Officer NMLS	
3rd Party Processing Fee \$		Broker Credit Report Fee	
Lender Fee Buy Out	<input type="checkbox"/> Yes <input type="checkbox"/> No	Broker Compensation	<input type="checkbox"/> Lender Paid <input type="checkbox"/> Borrower Paid
Affiliates	<input type="checkbox"/> Yes *Must Disclose on LE <input type="checkbox"/> No	BPC Amount	
<input type="checkbox"/> FHA Case Number: _____ <input type="checkbox"/> Request FHA Case Number                     Previous FHA Case Number (if applicable) _____			

Borrower Information			
Borrower Name		FICO	Borrower Email
Co-Borrower Name		FICO	Co-Borrower Email
Co-Borrower Name		FICO	Co-Borrower Email

Property Information			
Property Address			
City	State	Zip Code	
Property Value	Property Type	AMC	

Loan Information			
Loan Amount		Interest Rate	LTV
Loan Purpose	<input type="checkbox"/> Purchase <input type="checkbox"/> R/T Refinance <input type="checkbox"/> Cash Out	Occupancy	<input type="checkbox"/> Primary <input type="checkbox"/> Investment <input type="checkbox"/> Secondary

Product	
Product Type	<input type="checkbox"/> Fixed <input type="checkbox"/> ARM <input type="checkbox"/> 3/1 <input type="checkbox"/> 5/1 <input type="checkbox"/> 7/1
Impounds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loan Program	<input type="checkbox"/> FHA <input type="checkbox"/> FHA Streamline <input type="checkbox"/> theNada (FHA Only 100%) <input type="checkbox"/> USDA <input type="checkbox"/> USDA Streamline <input type="checkbox"/> VA <input type="checkbox"/> VA IRRRL
Product Term	<input type="checkbox"/> 360 <input type="checkbox"/> 300 <input type="checkbox"/> 240 <input type="checkbox"/> 180
MI	<input type="checkbox"/> Borrower Paid <input type="checkbox"/> Lender Paid
	<input type="checkbox"/> <b>Conventional</b> (select one below) <input type="checkbox"/> Clarity (680+, 1 unit, w-2 only) <input type="checkbox"/> Freddie Mac <input type="checkbox"/> Fannie Mae <input type="checkbox"/> HEM Jumbo <input type="checkbox"/> Home Ready <input type="checkbox"/> HomePossible

Items needed to disclose: Broker disclosed submission
<input type="checkbox"/> Signed initial Loan Application by borrower(s) and LO
<input type="checkbox"/> Initial Loan Estimate (LE) dated within 3 days of the application date
<input type="checkbox"/> Consent Form (Proof of LE delivery)
<input type="checkbox"/> Settlement Service Provider List (SSPL)
<input type="checkbox"/> Intent to Proceed
<input type="checkbox"/> Home Loan Toolkit with proof of delivery within 3 days of the application date
<input type="checkbox"/> Homeownership counseling Form dated within 3 days of the application date
<input type="checkbox"/> Credit Report
<input type="checkbox"/> Submission Form
<input type="checkbox"/> Previous FHA Case Number (FHA refinances only)
<input type="checkbox"/> COE or Request for COE (VA loans only)
<input type="checkbox"/> Anti-steering form

Items needed to disclose: Lender disclosed submission
<input type="checkbox"/> Signed initial Loan Application by LO
<input type="checkbox"/> Submission Form
<input type="checkbox"/> Credit Report
<input type="checkbox"/> Previous FHA Case Number (FHA refinances only)
<input type="checkbox"/> COE or Request for COE (VA loans only)

Notes and Other Comments

Credit Report
<input type="checkbox"/> Reissue Credit through TPO portal <input type="checkbox"/> Lender to pull new credit

Items needed to move to UW: Broker and Lender disclosed submission	
<input type="checkbox"/> Signed Borrower Certification and Authorization	<input type="checkbox"/> Assets (if applicable)
<input type="checkbox"/> Income Docs; 2 Recent Paystubs Covering a 30 day Pay Period or S/E: 2yr 1040's	<input type="checkbox"/> Purchase Agreement (if applicable)

FHA Files    FHA LENDER ID:1976400007
<input type="checkbox"/> Non borrowing spouse's credit report (if applicable)
<input type="checkbox"/> FHA Case Number or Request (above)
<input type="checkbox"/> theNada requires 1st and 2nd PDF Application uploaded

VA Files    VA LENDER ID:1895070000
<input type="checkbox"/> Non borrowing spouse's credit report (if applicable)
<input type="checkbox"/> VA COE or Request for COE
<input type="checkbox"/> VA loan comparison within 3 days of app date (if broker disclosed)

**Mortgagee clause** - Hometown Equity Mortgage, LLC dba theLender its successors and/or assigns 25531 Commercentre Dr #250 Lake Forest, CA 92630

