

FHA SUBMISSION FORM-Credit Pkg. Only- Bank Partner

BORROWER(S):		
PROCESSOR:		INVESTOR:
BANK PARTNER:		PROGRAM:
PHONE:		CLOSING DATE:
FAX #:	Closing Time:	Loan #:

FILE ORDER- can scan and send 2 email's One for right side and one for left side.
appraisals@summit-mortgage.com

FHA Submission

LEFT SIDE:

- Submission Form/FHA
- Cover Letter
- CoreLogic or Kroll Fraud Report if applicable
- Lock Agreement

Bond Program Docs

- Documents required for MHFA or other Bond Programs/Homebuyer training disclosure

203k Docs

- 203K documents, if applicable

Purchase Agreement

- Purchase Agreement and all HUD addendums (Real Estate Cert and Escape Clause)

Titlework

- 12 Month Chain of Title – Update or Verify names in FHA Connection to match.

Conditional Commitments

- Conditional Commitments - only pages 3-4 on HUD92800.5B

Appraisal

- Appraisal - FHA Case# added by appraiser (E & O Insurance, current License or Cert of Non-influence)

Case # Assignment

- Case Number Assignment and screen print showing appraiser is FHA certified.
- Clear borrower(s) SS# validation -you must go into Holds Tracking the next business day & reprint
- Clear CAIVR numbers.
- Builder Certification, Specs, Plans, Plot Plan (New Construction)

HVCC

RIGHT SIDE:

Analysis & Application

- Processing Checklist
- DU/L Findings (All DU/LP conditions must also be enclosed) N/A on streamline
- 92900-LT or FHA Loan Transmittal - You must add the Case # with the ADP code as the suffix.
- Direct Endorsement Approval (pages 3 and 4 of typed 9-2900A) - Addendum to 1003, unsigned
- Pages 1 and 2 of typed 9-2900A - Addendum to 1003, unsigned
- Final URLA (1003) - Did you add your NMLS#?
- Initial 92900A-(Addendum to 1003, signed pgs 1&2)
- Initial URLA (1003) - signed & dated
- Occupancy Certification
- Important Notice to Homebuyer - required on ALL FHA loans
- Notice to Homebuyer Regarding Sales by Assumption - required on ALL FHA loans
- Informed Consumer Choice Disclosure - required on ALL FHA loans
- LDP/GSA - Check FHA Connection for everyone associated with file, print it & include LDP/GSA checklist.
- Investor Exclusionary Certification – GMAC

Credit

- Red Flags Checklist
- Credit Report -OFAC on credit report
- Credit Explanation and LOX on Inquiries in past 90 days
- Existing Mortgage Documentation (payoffs etc...)
- Update mortgage credit history
- Any supportive credit information, i.e. rental references, direct credit references, utility history etc.
- Streamline Refinance Mortgage Calculation Worksheet, & Net Tangible Benefit Worksheet.
- Bankruptcy documents
- Divorce Decree

Assets

- Asset verifications - VOD with on bank statement or 2 bank statements for Alt Doc.
- Other asset verifications – Gift letter, 401K loan info, net sheet, etc.

Income

- Income Verif-VOE with current pay stub or verbal with Alt Doc. Put borr in consecutive order, then co-b.
- Tax Returns and Profit and Loss Statements
- Signed IRS 4506T and Tax Transcripts
- Evidence of Social Security Number: If IRS print out of returns not in file, provide copy of SS card or W2.

I hereby certify that I have completely reviewed this file and that all required items have been provided.

Processor

Date

VA IRRRL SUBMISSION FORM Credit only-Bank Partner

BORROWER(S):		
PROCESSOR:		INVESTOR:
BANK PARTNER:		PROGRAM: (Mandatory to Underwrite)
PHONE:		CLOSING DATE:
FAX #:	Closing Time:	Loan #:

Send to: appraisals@summit-mortgage.com

FILE ORDER (ALL DOCUMENTS ON RIGHT SIDE OF FILE)

VA IRRRL Index

- Upload to WebTrac
- Submission Form VA IRRRL
- Cover Letter (optional)
- CoreLogic or Kroll Fraud Report if applicable
- Lock Agreement
- Processing Checklist - if applicable
- Original Certificate of Eligibility =VA-26-8320 or ACE - generated thru WebLGY
- VAVerification of Benefit Related Indebtedness (if needed for disability) VA 26-8937
- Interest Rate Reduction Refinance Worksheet VA 26-8923
- Proposal to Refi- comparison of old and new payments for IRRRL only (you can hand write in the CAIVR # on the bottom of the IRRRL worksheet)
- Final URLA (1003) & Addendum (VA-261802a) unsigned - Did you add your NMLS#?
- Initial URLA(1003) & Addendum (VA26-1802a) signed and dated.
- Occupancy Certification
- Payoff
- Copy of note on current mortgage
- VOM
- Credit report with scores for all borrowers
- Red Flag Checklist
- 12 Month Chain of Title
- VA Case Number Assignment

I hereby certify that I have completely reviewed this file and that all required items have been provided.

_____ Processor _____ Date

VA SUBMISSION FORM – Credit Package Only-Bank Partner

BORROWER(S):		
PROCESSOR:	INVESTOR:	
BANK PARTNER:	PROGRAM: (Mandatory to Underwrite)	
PHONE:	CLOSING DATE:	
FAX #:	Closing Time:	Loan #:

FILE ORDER (ALL DOCUMENTS ON RIGHT SIDE OF FILE) Send to: appraisals@summit-mortgage.com

Upload to WebTrac

Analysis and Application

- Submission Form/VA
- Processing Checklist (if applicable)
- Cover Letter
- CoreLogic or Kroll Fraud Report if applicable
- Lock Agreement
- DU/LP Findings (all DU/LP conditions must also be enclosed)
- Original Certificate of Eligibility - VA26-8320
- VA Verification of Benefit Related Indebtedness (if needed, disability) VA-26-8937
- Counseling Checklist for Active Duty Buyers
- Mobilization Cert
- Loan Analysis **with CAIVR VA26-6393**
- Final URLA (1003) & Addendum (VA26-1802a) unsigned - Did you add your NMLS#?
- Initial URLA(1003) & Addendum (VA26-1802a) signed & dated.
- Occupancy Certification

Credit

- Red Flags Checklist
- Credit Report
- Credit and Inquiry Explanations
- Existing Mortgage Documentation
- Any supportive credit information, i.e. rental references, direct credit references, utility histories, etc.
- Update mortgage credit history, if applicable
- Bankruptcy Documents
- Divorce Decree
- Child Care Letter

Assets

- Asset Verification - VOD or 2 months bank statements for Alt Doc
- Other Asset Verifications - Gift Letter, 401K loan info, Net Sheet, etc.

Income

- Income Verification - VOE's with current pay stub or Verbal with Alt Doc. (in consecutive order)
- Tax Returns and Profit and Loss Statements
- Signed IRS 4506T and Tax Transcripts

Purchase Agreement

- Purchase Agreement, including VA Escape Clause

Title Work

- 12 Month Chain of Title

Appraisal

- NOV with Copy of Appraisal - NOTE: VA appraisals need to be forwarded to UW as soon as you receive them, whether the file is ready to submit or not. UW has to issue the Notice of Value within 5 days of receipt of the appraisal.

Bond Program Docs

- Documents required for MHFA/or other bond Programs & Homebuyer training disclosure.

I hereby certify that I have completely reviewed this file and that all required items have been provided.

_____ Processor _____ Date

Revised 11/10