

Summit Bank Partners
CLOSED LOAN / PURCHASE FUNDED Transmittal Form

This form is to be used when Bank Partner closes the loan and delivers the reviewed & complete closing file to Summit for purchase funding.

Bank Partner Name: _____
 Contact Name: _____ Phone: _____ Fax: _____
 Email Address: _____
 Borrower Name: _____
 Property Address: _____
 Property Type Condo PUD SFR 1-4 Family
 Occupancy: Primary O/O 2nd Home Investment
 Purpose: Purchase Refinance Construction Perm Mod.
 Waiving Escrows: Yes No Summit LOAN #: _____

- Acco fasten the following documents on the right side of a legal size folder.
- Originals are required on all Conventional loans unless otherwise stated below.
- The following items are required on all loans. For FHA or VA Loans, also include items listed on page 2.

	Closed Loan / Purchase Funded Transmittal Form (Exhibit 021)
	Copy of Lock Confirmation
	Original Note & Applicable Addendums / Endorsed in Blank
	Certified Copy of Note
	Certified Copy of Mortgage/DOT & Applicable Riders
	Title Commitment / Binder
	Plat Drawing / Survey if applicable
	Certified Copy of Power of Attorney & Affidavit of Attorney in Fact if applicable
	Original Notarized Name Affidavit
	Original HUD-1 Settlement
	Hazard Insurance Binder / Policy AND Paid Receipt
	Copy Mortgagee Clause Change Letter to Insurance Agent showing Summit Mortgage Corporation as Mortgagee
	Flood Certification with Life of Loan Coverage
	Copy Letter to Flood Cert Vendor changing Mortgagee Clause to Summit Mortgage Corporation
	Flood Insurance Binder / Policy AND Paid Receipt, if Applicable
	Copy Mortgagee Clause Change Letter to Flood Ins Agent showing Summit Mortgage Corporation as Mortgagee MI
	Certificate
	Copy of Letter Advising MI company of Transfer of Servicing
	Notice of Assignment, Sale or Transfer of Servicing Rights Showing Summit Mortgage Corporation starting with 1 st Payment date
	Copy of 1 st Payment Letter showing Summit Mortgage Corporation
	Original Initial Escrow Account Disclosure Statement, if escrowing
	Original Escrow Waiver Agreement, if not escrowing
	Tax Information Sheet (including tax bill or letter of special assessments, if applicable) Copy
	of Work Completion Escrow Agreement
	Buydown Agreement, or Other Miscellaneous Servicing Related Documents
	Original Right of Rescission Form for Each Borrower that signed Mtg/DOT (Refinances Only)
	Original Truth in Lending Disclosure (at closing) signed by Each Borrower that signed Mtg/DOT
	Original W-9 (separate form for each borrower)
	4506
	Original Compliance Agreement Signed by all Borrowers
	Original Borrowers Certification and Authorization Form signed by all borrowers
	Underwriting Approval
	ALL Conditions of Approval/Appraisal/CRV including any and all Disclosure required on Approval
	Final 1003 URLA and addendums
	Tax Bill Authorization

Deliver to: Summit Mortgage Corporation
Bank Partner Loan Acquisition
13355 10th Ave. North, Suite 100
Plymouth, MN 55441

Summit Bank Partners
FHA or VA CLOSED LOAN / PURCHASE FUNDED
Transmittal Form

NOTE: FOR FHA OR VA LOANS, PROVIDE THE INFORMATION LISTED ON PAGE 1 IN ADDITION TO THE TIEMS LISTED BELOW

FHA SECTION	
	Copy - 92900 A/ Firm Commitment signed by all borrowers
	Copy - Importance of Home Inspection Notice
	MIP Transmittal and Proof of Payment: Copy of Check or Wire Receipt Copy
	- HUD 2561 (on FHA Loans of 2 or more Units
	Copy - Escape Clause (Amendatory Clause)
	Printed Case Query showing Correct MIP

VA SECTION	
	Copy - Lender Certification
	Copy - Completed VA 1820 signed by Veteran
	Copy - Verification of VA Benefits - related Indebtedness Form (VA 26-8937) (only for VA Automatic Loans)
	Copy - Interest Rate & Discount Disclosure Statement
	Copy - VA Certificate of Eligibility
	Copy - VA Financing at a lower Interest Rate (on IRRR only)
	Copy - Interest Rate Reduction Worksheet (on IRRR only) Copy -
	Escape Clause
	VA Funding Fee Transmittal and Proof of Payment: Copy of Check or Wire Receipt
	Copy - Counseling Checklist (For Veterans on active military duty)

Deliver to: Summit Mortgage Corporation
Bank Partner Loan Acquisition
13355 10th Ave. North, Suite 100
Plymouth, MN 55441