

CHECKLIST FOR LOAN PROCESSING

FILE NAME: _____

<u>ITEMS NEEDED</u>	<u>ORDERED</u>	<u>RECIEVED</u>
<u>AT TIME OF APPLICATION / FROM BORROWER</u>		
DRIVERS LICENSE	_____	_____
COPY OF GREEN CARD (if applicable / not US citizen)	_____	_____
SOCIAL SECURITY CARD	_____	_____
PAYSTUBS (LAST 30 DAYS)	_____	_____
W-2'S FORMS (LAST TWO YEARS)	_____	_____
1040/TAX RETURN (SELF EMPLOYED ONLY)	_____	_____
ACCOUNTANT LETTER (SELF EMPLOYED ONLY) (CONFIRM 2YRS EMPLOYMENT)	_____	_____
OCCUPATIONAL LICENSE (SELF EMPLOYED ONLY)	_____	_____
BANK STATEMENTS (LAST 2 MONTHS ALL PAGES)	_____	_____
DIVORCE DECREE (IF APPLICABLE) (ALL PAGES)	_____	_____
OWNERS PRIOR POLICY (IF REFI)	_____	_____
EXISTING NOTE (IF REFI) (LAST MORTGAGE STATEMENT) PAYOFF INFO)	_____	_____
SALES CONTRACT (IF PURCHASE)	_____	_____
SETTLEMENT STATEMENT (if sale on existing home)	_____	_____
ASSOCIATION INFORMATION (IF APPLICABLE) (NAME/PHONE#/ADDRESS/DUES)	_____	_____
SURVEY/COPY OF SURVEY (IF REFI/SFR) (ELEVATION CERT IF FLOOD ZONE)	_____	_____
INSURANCE INFORMATION / COPIES OF POLICIES (HAZARD/FLOOD/WINDSTORM)	_____	_____
COMPLETE SIGNED LOAN APPLICATION	_____	_____
ALL DISCLOSURES SIGNED (INCLUDING GFE/TL)	_____	_____
<u>FOR PROCESSOR /TITLE COMPANY</u>		
APPRAISAL	_____	_____
INSPECTION REPORT/ CLEAR REPORT	_____	_____
TITLE INSURANCE	_____	_____
WIRE INSRUCTIONS	_____	_____
INDEM LETTER (CPL)	_____	_____
CHAIN OF TITLE	_____	_____
SETTLEMENT FEES ON LETTERHEAD	_____	_____
<u>IF APPLICABLE</u>		
VOR/VOM	_____	_____
VOD	_____	_____
GIFT LETTER	_____	_____
EXPLANATION LETTERS (CREDIT ISSUES)	_____	_____