



Conforming Submission Sheet Order of Documents

- _____ **Rate Lock (if locked)** () Floating () Locked
- _____ **DU / LP Clues Findings (don't need to send if we already run)**
- _____ **Typed Transmittal and Application (1008 / 1003)**
- _____ **Credit Report and Related Documents**
(Mortgage Rating / Landlord Ratings / Credit Score)
- _____ **SDNS**
- _____ Credit Explanations (if applicable)
- _____ COMPLETE Divorce or Separation Agreement (if applicable)
- _____ **Verification of Employment – 1040's/W-2's or Supporting Docs**
- _____ COMPLETE and Signed Tax Returns (if applicable)
- _____ Documents and letters relating to employment
- _____ VOD's, 2 month bank statements, statement showing cash assets
- _____ Gift letter – FULL verification of gift funds (if applicable)
- _____ Earnest money deposit verification
- _____ **Title commitment** dated within 90 days
- _____ Copy of Subordination Agreement (if applicable)
- _____ **HOI**
- _____ Purchase contract and addendum (if applicable)
- _____ **Appraisal Waiver Disclosure**
- _____ **Appraisal Report** (in compliance with HVCC guidelines) signed with addendum including appraiser's license, photos, room layout, sketches, etc.
- _____ **Handwritten application – FNMA #1003**
- _____ **All Respa Docs** including: TIL, GFE, Origination Agmt, ECOA, Svc. Disclosure, Credit Score Disclosure and Borrower Auth.
- _____ **4506T** –applicable for all borrowers
- _____ **Mortgage Payoff (s)**

Contact Person: _____

Email: _____

Phone #: _____ Fax #: _____