

FILE START

Date:

**Borrower Name(s):**

**LO Name:**

***P: (Purpose of transaction / background, property address, borrower contact info)***

***Address:***

|  |  |
| --- | --- |
| Borrower Contact Phone: |  |
| Borrower Contact Email: |  |
| Lender: |  |
| Loan Type: |  |
| Closing Date |  |

**ASSETS:**

Gift? Cash? Large Deposits?

**INCOME: - $\_\_\_\_\_\_\_\_\_\_**

*Calculation:*

**LIABILITIES & Credit:**

| ***TRANSACTION DETAILS*** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sales Price |  | | | |  |
| Estimated Value |  | | | |  |
| Loan Amount |  | | | |  |
| Loan Program |  | | | |  |
| Interest Rate |  | | | |  |
|  |  | | | |  |
|  |  |  |  |  |  |
| **Checklist of Items for Submission:** |  |  |  |  |  |
| Fully Executed Purchase Contract all pages |  |  |  |  |  |
| Credit Report |  |  |  |  |  |
| Paystubs - most recent 30 days |  |  |  |  |  |
| W2s/1099s - most recent 2 years |  |  |  |  |  |
| Most recent 2 years personal tax returns |  |  |  |  |  |
| Most recent 2 years business tax returns, if SE |  |  |  |  |  |
| Bank Statements for the 2 months, all pages |  |  |  |  |  |
| Copy of Driver’s License |  |  |  |  |  |
| For any Real Estate Owned, provide: |  |  |  |  |  |
| Most recent mortgage statement |  |  |  |  |  |
| Most recent homeowners insurance dec page |  |  |  |  |  |
| Most recent HOA dues coupon/statement |  |  |  |  |  |
|  |  |  |  |  |  |
| For Refi Transactions, provide |  |  |  |  |  |
| Most recent mortgage statement |  |  |  |  |  |
| Current homeowners (and flood, if required) Insurance dec page |  |  |  |  |  |
| Copy of survey |  |  |  |  |  |
| Copy of owner’s title policy |  |  |  |  |  |

| ***CONTACTS*** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title Company Name: |  | | | |  |
| Title Agent |  | | | |  |
| Title Agent Phone Number |  | | | |  |
| Title Agent Email |  | | | |  |
|  |  |  |  |  |  |
| Listing Agent Name: |  | | | |
| Listing Agent Company: |  | | | |
| Phone Number |  | | | |
| Agent Email |  | | | |
|  |  |  |  |  |
| Buyer’s Agent Name: |  | | | |
| Buyer’s Agent Company: |  | | | |
| Phone Number |  | | | |
| Agent Email |  | | | |
|  |  |  |  |  |
| HOA NAME: |  | | | |
| Agent name: |  | | | |
| Phone Number: |  | | | |
| Agent Email: |  | | | |
|  |  |  |  |  |

***DSCR INFORMATION***

*LOAN TERM (IO / 30YRS FIXED/ ARM 7/6 OR 10/6):*

***PREPAYMENT OPTION (YEARS PREPAY PENALTY):***

*HOW MANY REO’S? ADD ADDRESSeS:*

*HOW MANY IN LLC / TRUST? List each one clearly and which LLC it is in:*

*ARE ALL PROPERTIES FREE & CLEAR? IF NOT, WHICH PROPERTIES HAVE MORTGAGE? IS THERE ANY PROPERTY WITH PRIVATE MORTGAGE? IF SO, WHICH ONE?*

*WHAT YEAR WAS THE SUBJECT PROPERTY BOUGHT? HOW MUCH IS THE EXISTING LIEN AMOUNT ON THE SUBJECT PROPERTY?*

*WILL SUBJECT PROPERTY CLOSE IN LLC? WHAT IS THE NAME OF THE LLC? HOW MANY MEMBERS IN THE LLC?*

*WILL WE USE POA?*

*IS SUBJECT PROPERTY LEASED? IF YES, WHAT IS THE LEASE PER MONTH?*

*WHAT IS THE REASON FOR THE CASH OUT?*

*DOES THE BORROWER LIVE RENT FREE? IF NO, WHAT IS THE MONTHLY RENT? IF YES, PROVIDE LOX AS TO THE REASON.*

***ADDITIONAL COMMENTS:***