

PROCESSING CHECKLIST

LOAN #:	ORIGINATOR:	PROCESSOR:
BORROWER NAME(S):		
PROPERTY ADDRESS:		

LOAN INFORMATION

LOAN TYPE	<input type="checkbox"/> Int. Only. <input type="checkbox"/> Neg Am.	1st	Term Mos:	Loan Amount:	Interest Rate:	Bor. Points:	Index:	Index Value:	Margin:	Caps:
LOAN TYPE	<input type="checkbox"/> Int. Only.	2nd								
<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Second Home <input type="checkbox"/> Non-Owner Occ.	INCOME: <input type="checkbox"/> VERIFY <input type="checkbox"/> STATED <input type="checkbox"/> NONE STATED ASSETS: <input type="checkbox"/> VERIFY <input type="checkbox"/> STATED <input type="checkbox"/> NONE STATED					<input type="checkbox"/> PURCHASE <input type="checkbox"/> R & T REFI <input type="checkbox"/> CASH OUT REFI		Value / SP \$ _____ LTV: _____ %		
<input type="checkbox"/> SFR <input type="checkbox"/> CONDO <input type="checkbox"/> PUD <input type="checkbox"/> D-PUD <input type="checkbox"/> LAND	HOA DUES: _____	Primary Investor:	PPP	YRS.	FLOAT	LOCK	REBATE:	EXP. DATE	<input type="checkbox"/> IMPOUND TAXES <input type="checkbox"/> IMPOUND INSURANCE <input type="checkbox"/> NO IMPOUNDS	CLTV: _____ % Estimated Closing Date: Contingency Date:
Escrow Company:		Escrow Officer	Phone Number		Esc. #	Referral Source				
Selling Agent:		Office	Phone Number(s)		Escrow Coordinator:					
Listing Agent:		Office	Phone Number(s)		Escrow Coordinator:					
Title Company:		Title Rep:	Phone Number		Borrower E-Mail Address:					

Project Name: _____ HOA / MGMT. Co: _____ PH #: () _____

INFORMATION REQUESTED	DATE REQUESTED	2nd REQUEST	RECEIVED	SPECIAL COMMENTS
APRAISAL	Appraiser Name: _____ Phone #: () _____ Fax #: () _____			Hold / Order / Ordered Already ----- Cost: \$ _____ COD?
SET - UP	Credit Report			
	Flood Cert.			
	Reg Z - TIL - GFE - MLDS			
	Intro Call			
	Drivers License			
	Purchase Contract			
	Title Report			
	Escrow Instructions			
	Subordination Agreement / WITH Copy of Note			
	Home Owners Insurance Deck page (REFI'S ONLY)			
	HOA CERT			
CREDIT	Credit Explanation letter			
	Credit Supplement(s)			
	Landlord Rating			
	VOM(s)			
INCOME	YTD Paystubs:			1st TRUST DEED: 2nd TRUST DEED: QUAL RATE: QUAL RATE: QUAL PMT:\$ QUAL PMT: \$ RESERVES: \$ RESERVES: \$ DTI: DTI: MISC. MISC.
	VOE(s)			
	W-2's for Years _____, _____			
	Tax Returns Years _____, _____			
	Rental Agreement (s)			
	Divorce Decree			
SE	YTD P & L / Balance Sheet			
	Corporate Returns For Years _____, _____			
	K-1's / Partnership Returns			
ASSETS	Bank / Inv. Statement(s)			
	VOD(s)			
	HUD 1 on Sale / Esc. Inst.			
	Listing Agmt. On Sale			
	Gift Letter(s)			
	Paper Trail:			

FILE FEES ACCOUNTING

FEE	COST	COLLECTED	DUE BOR	DUE LOAN OFF. (NOT COLLECTED)
APPRaisal				
HOA				
SUB. AGMT.				
?				