REALTPO
ALL WHOLESALE • ALL THE TIME

Full Doc Submission Checklist

Borrower Name_____Loan Number _____

Required for initial credit file

- ☐ Credit Report
- ☐ Valid ID for all borrowers
- ☐ Document 12 months housing history (if not reported on credit report, provide cancelled checks, mtg/rental statements, including rental history, etc. OR VOM/VOR by a private party must be supported by cancelled checks OR use DU findings to offset housing history)
- ☐ Preliminary Title Report/Title Commitment on refinance (on purchase, ok to follow)- Not required at time of submission in FL, NJ, and PA
- ☐ Signed purchase contract with all addendums and counteroffer(s)

REO:

Hazard insurance dec page, property tax bill, mortgage statement, and HOA statement for each property owned

If using rental income provide:

- Copy of lease(s) for rental property and
- Two months proof of receipt of rental income and deposits

ASSETS

- ☐ 2 months Personal Bank statements for down payment, closing and reserves any large deposits over 50% of monthly income must be sourced on a purchase
- ☐ Business funds may be used for down payment, closing costs, and reserves with the following:
  - Borrower must be sole proprietor, or 50% owner of the business provide articles of incorporation or CPA letter
  - U/W to Perform cash flow analysis- provide three months of business bank statements

ASSET DEPLETION - Qualifying assets /60 = Monthly income

- ☐ Provide 3 months personal bank statements OR a VOD that evidence at least 120 days seasoning

W2 BORROWER

- ☐ Most recent paystubs reflecting 30 days and YTD earnings
- ☐ Two years or one-year W2s

SELF EMPLOYED BORROWER

- ☐ Most recent two year or one year of 1040's
- ☐ Borrower prepared YTD P & L, up to and including the most recent month preceding the application date
- ☐ Two business checking account statements for the two recent months reflected on the P &L
- ☐ Two years or one year of business returns for 1120 or 1065 borrower (required if 25% or more ownership)