LOAN SUBMISSION FORM

Please complete this form in its entirety prior to uploading it into the portal.

SUBMISSION TYPE ***Check BOTH options if you would like Loan Disclosures AND Underwriting Submission***	
☐ Loan Disclosures **Complete Loan Disclosure and Credit sections**	☐ Underwriting Submission **Complete Credit and Underwriting Submission sections**
LOAN CONTACTS	
Broker Name*:	Account Executive Name:
LOAN OFFICER INFORMATION	**PROCESSOR INFORMATION**
Name:	Name:
Email Address:	Email Address:
Phone Number:	Phone Number:
LOAN DETAILS	
Borrower Name*:	Loan Number:
Loan Type: Select...	Doc Type: Select...
Loan Program*: **Reference program rate sheet & matrix**	Loan Term*: **Reference program rate sheet & matrix**
LOAN NOTES	
NON-QM LOAN EXCEPTION	
Does the loan require an exception? Select... **If yes, provide details above AND include completed Exception Request Form**	

LOAN DISCLOSURE REQUIREMENTS ***N/A for Business Purpose***			
Transaction Type: Select...	Occupancy: Select...	Property Type: Select...	Loan Amount:
Purchase Price:	Appraised Value:	LTV:	CLTV:
Expected Rate:	Impounds? Select...	Fee Buy Out? Select...	Buydown Contributor: Select...
Pre-Locked? Select... **Conventional/Government only**		Use Smart Fees? Select... **If no, provide completed fee sheet**	
Has subject property already been appraised? Select... If yes, total appraisal fee charged:			
COMPENSATION DETAILS			
Broker Compensation: Select...	Choose % or $: Select...	Flat Fee $ or % Amount:	
Third Party Processing Fee – Waive: Select...		Third Party Processing Fee – $: **$1,500 maximum permitted**	
MINIMUM DOCUMENTATION FOR DISCLOSURES			
☐ Submission Form		☐ Borrower's Authorization **Signed/dated prior to credit report**	
☐ Completed Buydown Calculator (if applicable)			
☐ Fee Sheet and Settlement Service Provider List **N/A if using Smart Fees**			
☐ Credit Report < 90 days **Mortgage Only credit report allowed for FHA Streamline and VA IRRRL**			

FHA	VA
☐ Non-Borrowing Spouse Credit Report for AZ, CA, ID, LA, NV, NM, TX, WA, WI **N/A for Streamline**	☐ Non-Borrowing Spouse Credit Report for AZ, CA, ID, LA, NV, NM, TX, WA, WI **N/A for IRRRL**
	☐ Certificate of Eligibility (COE)

CREDIT REQUIREMENT			
BROKER CREDIT RE-ISSUE CREDENTIALS			
Credit Provider Name:	Credit Username:	Credit Password:	
Credit Report Reference ID:	B1	B2	Joint Credit? Select...

UNDERWRITING SUBMISSION REQUIREMENTS	
MINIMUM DOCUMENTATION FOR SUBMISSION	
☐ FNMA 3.4 Exported	
☐ Automated Underwriting System (AUS), if available **N/A for Non-QM, FHA or USDA Streamline, VA IRRRL**	
☐ Purchase Contract/Escrow Instructions **Purchase only**	☐ Current mortgage statement **Refinance only**
Conventional (FNMA, FHLMC)	**VA**
☐ Asset documentation (if applicable, per AUS)	☐ Asset documentation (if applicable, per AUS)
Income documentation for all borrowers (per DU/LPA): ☐ Wage Earner: YTD paystubs (30 days)/W2 or WVOE ☐ Self-Employed: Tax returns (1 or 2 yrs) ☐ Other Income: Per AUS requirements	Income documentation for all borrowers (per program type): ☐ VA IRRRL: No income documentation required Standard & High Balance (per AUS): ☐ Wage Earner: YTD paystubs (30 days)/W2 or WVOE ☐ Self-Employed: Tax returns (2 yrs) ☐ Other Income: Per AUS requirements
	☐ If unable to get a copy of the mortgage statement provide copy of Note with LIN **IRRRL only**
FHA	**USDA**
☐ Asset documentation (if applicable, per AUS)	☐ Asset documentation (if applicable, per GUS)
Income documentation for all borrowers (per program type): ☐ Streamline: No income documentation required ☐ FHA EZ: Third-party auto-pull WVOE (2 yrs) Standard & High Balance (per AUS): ☐ Wage Earner: YTD paystubs (30 days)/W2 or WVOE ☐ Self-Employed: Tax returns (2 yrs) ☐ Other Income: Per AUS requirements	Income documentation for all borrowers (per program type): ☐ Wage Earner: YTD paystubs (30 days)/W2 or WVOE ☐ Self-Employed: Tax returns (2 yrs) ☐ Other Income: Per GUS requirements ☐ Confirmation of USDA property eligibility (HERE) ☐ USDA Income & Repayment Worksheet (HERE) ☐ If unable to provide copy of mortgage statement provide copy of Note **Refinance only** ☐ Signed 3555-21 Form
☐ If unable to get a copy of the Mortgage Statement provide copy of Note with Case Number **Streamline only**	☐ Loan is GUS Approved **Loan must be released to Open Mortgage Wholesale within 24-48 hours of submission**
NON-QM (CONSUMER PURPOSE)	
☐ Asset documentation (if applicable)	
Income documentation for selected program/all borrowers: ☐ Full Doc Wage Earner: YTD paystubs (30 days)/W2s (2 yrs) or WVOE (2 yrs) ☐ Full Doc Self-Employed: Tax returns with all schedules (2 yrs) and YTD P&L ☐ One Year Full Doc – Wage Earner: YTD paystubs (30 days)/W2 (1 yr) or WVOE (1 yr) ☐ One Year Full Doc – Self-Employed: Tax returns with all schedules (1 yr) and YTD P&L ☐ Bank Statements: 12- or 24-months most recent bank statements and Business Narrative Form ☐ P&L Only: 12- or 24-month P&L, evidence borrower ownership %, and Business Narrative Form	

- [ ] P&L + Bank Statements: 12- or 24-month P&L, recent bank statements (2 months), evidence borrower ownership %, and Business Narrative Form
- [ ] 1099 Only: 1- or 2-yrs 1099s and YTD income
- [ ] WVOE Only: WVOE (2 yrs)
- [ ] Asset Depletion: 3 months of recent bank statements

NON-QM (BUSINESS PURPOSE)		
☐ Asset documentation (if applicable)	☐ Borrower Certification of Business Purpose	☐ Entity Checklist (if closing in Entity)
Is property leased or vacant?	◯ Yes (provide copy of lease agreement)	◯ No

Income documentation for selected program/all borrowers:

DSCR (select transaction type): ☐ No Ratio ☐ Short-term Rental ☐ Foreign National ☐ ITIN

- [ ] Full Doc Wage Earner: YTD paystubs (30 days)/W2s (2 yrs) or WVOE (2 yrs)
- [ ] Full Doc Self-Employed: Tax returns with all schedules (2 yrs) and YTD P&L
- [ ] One Year Full Doc – Wage Earner: YTD paystubs (30 days)/W2 (1 yr) or WVOE (1 yr)
- [ ] One Year Full Doc – Self-Employed: Tax returns with all schedules (1 yr) and YTD P&L
- [ ] Bank Statements: 12- or 24-months most recent bank statements and Business Narrative Form
- [ ] P&L Only: 12- or 24-month P&L, evidence borrower ownership %, and Business Narrative Form
- [ ] P&L + Bank Statements: 12- or 24-month P&L, recent bank statements (2 months), evidence borrower ownership %, and Business Narrative Form
- [ ] 1099 Only: 1- or 2-yrs 1099s and YTD income
- [ ] WVOE Only: WVOE (2 yrs)
- [ ] Asset Depletion: 3 months of recent bank statements