



LOAN INFORMATION

- Click n' Close Cover Sheet
- Loan Application (1003) – E-Signed or Wet by LO/applicant
- HUD Addendum: 92900A/VA 1802a –signed and dated by all

CREDIT AND LIABILITIES

- Credit Report Supplements (incl. FACTA and Risk Based Pricing)
- Explanation of derogatory credit and inquiries within 120 days
- Explanation of name or address variances
- Borrower(s) Gov't issued photo IDs
- VOM (if not on credit report)
- AUS Findings/Feedback (DU/DO) - released to Click n' Close
- VOR (if required)
- Cancelled checks to exclude debts (12 months)
- Divorce Decree, Separation, Judgement, Bankruptcy, or other liability documentation
- Mortgage Statement (other than subject)
- Non-Escrowed Mortgage RE tax statement
- HOA Dues documentation
- Payoff Statement or Payoff Calculation (Required on Refi's)

INCOME

W-2 Employee Using Base Pay

- Pay Stub – covering 1 full month with YTD earnings
- W-2's for prior 2 years or VOE with 2 yr. history (written VOE required if using bonus, OT, or commissions to qualify)

Self-Employed or Rental Income

- 1040's for prior 2 years
- 1099's for prior 2 years
- K-1's for all companies on Schedule E
- 1120/1120s for prior 2 years – if ownership is over 25%
- 3rd Party proof of Self Employment

If applicable

- Employment Contracts
- Lease Agreements
- Trust Agreement
- Awards Letters + proof of current receipt
- Pension Awards + proof of current receipt
- Social Security Awards letter + proof of current receipt
- Child Support Agreement letter + proof of current receipt

ASSETS

- Bank Statement(s) – most recent 2 months and showing funds to close
- Verification of source for large deposits
- Earnest Money Deposit source (cancelled check & bank statement)
- 401k/IRA/Annuity Statement(s) – most recent 2 months
- Gift Letter – plus verification of donor funds, proof of transfer and deposit into borrower(s) account
- HUD-1 or contract from sale of previous home – if using proceeds for down payment
- Cancelled checks for any POC items
- Use of Funds Letter – for any joint account the owner is not a borrower

APPRAISAL

- Appraisal – all appraisals ordered through WEB LG
- Appraiser's license – must be state certified
- Proof Borrower Received Copy of Appraisal/Valuations

Property Docs

- Sales Contract – signed with all addenda
- Termite/Home Inspection – if contract or appraiser requires
- Prior Sale HUD – if less than 6 months since sale

Condo/HOA/PUD

- VA Condo project approval
- 51% Condo/PUD Association Master Insurance Policy
- Condo/PUD questionnaire – completed by HOA
- Condo/PUD Association Master Insurance Policy

New Construction

- Certificate of Occupancy
- 10 Yr. Warranty, Inspection (92051), Certification (92541 & 92544), Termite NPCA-99a/b, NPMA-99a/b

Miscellaneous

- Signed 4506t
- SPOA- must be approved by CNC prior to closing

DISCLOSURES

Wholesale and Correspondent Disclosures

- Affiliated Business Disclosure (if applicable)
- Anti-Steering Disclosure
- Reserve/Guard Status letter (if applicable)
- Rights of a VA loan borrower
- VA Debt Questionnaire
- COE- Certificate of Eligibility
- CAIVRS numbers for all borrowers – must be clear
- LDP/GSA Checks (Borrower, Seller, Agent, Appraiser, Broker, etc.)

Correspondent Specific Disclosures

- RESPA Servicing Disclosure
- ECOA Disclosure
- Notice of Right to Receive Appraisal – ECOA
- Notice of Right to Receive Appraisal – HPML
- Fair Lending Notice
- Patriot Act Disclosure
- Privacy Policy
- Credit Score Disclosure and (Borrower Credit Authorization)
- Acknowledgement of Receipt of RESPA's (Homeownership)
- Counseling Organizations List and Copy of List Provided
- Tangible Net Benefit – all refinances
- Child Care Letter
- Nearest Living Relative
- VA Amendatory Clause
- Interest Rate and Discount Disclosure

TITLE AND HAZARD DOCUMENTS

- Title commitment with 3 year chain of title
- Wire Instructions, CPL and Tax Certification
- Hazard Binder with proper coverage & Paid Receipt
- Endorsement to Click n' Close -
- Or Corrected mortgagee clause

VA IRRRL REQUIRED DOCS

- VA Loan Comparison Worksheet-(completed/signed by Vet)
- VA Case number and Prior loan validation for IRRRL
- Mortgage Statement for loan being paid off
- Copy of current VA mortgage Note being paid off
- IRRRL Worksheet VA form 26-8923
- Verbal VOE (needed at time of underwriting)
- Tri-Merge Credit report (ordered 30 days of submission)
- 2 year employment and residency listed on 1003
- Income must be listed for properties in Colorado
- Current Payment Coupon
- Payoff demand for mortgage being paid off

- AVM must be used with credit scores below 620- there are no exceptions to this policy

- To Calculate the new VA loans amount- please refer below
 - Existing VA loan balance plus
 - Include and late payments and late charges
 - Allowable fees and charges
 - Includes up to 2 discount points
 - The cost of any energy Efficiency improvements
 - The VA Funding fee

- Prior loan validation printout from web LGY application on VA Information Portal

- Photo ID and Social Security Card