

# INITIAL SUBMISSION CHECKLIST—WHOLESALE

10/01/2012 V.2

## General:

- Initial Loan Application 1003 signed and dated

## Signed Disclosures:

- Good Faith Estimate (GFE)
- Fee Worksheet or Itemization of Amount Financed
- Settlement Providers List (if applicable)
- Initial Truth In Lending (TIL)
- Borrower's Certification and Authorization
- 4506T executed within 30 days of application<sup>1</sup>
- Affiliated Business Agreement (if applicable)
- ECOA
- Servicing Transfer Disclosure
- Anti-Coercion /Insurance Disclosure (if required by state)
- Fair Credit Reporting Act (FCRA)
- Notice of Right to Receive a Copy of Appraisal
- Mortgage Banker Fee Agreement (MBFA)<sup>1</sup>
- Anti-Steering Disclosure (Wholesale Lender Paid only)<sup>1</sup>
- State Disclosures as applicable<sup>2</sup>

## FHA Specific Disclosures:

- HUD 92900-A signed/dated by borrower and LO<sup>1</sup>
- HUD Notice of Assumption<sup>1</sup>
- Informed Consumer Choice Disclosure<sup>1</sup>
- HUD Important Notice to Homebuyers (92900-B)<sup>1</sup>
- HUD Amendatory Clause and/or Real Estate Certification, signed/dated by all parties (Purchase only, if not already in Purchase Contract)<sup>1</sup>
- For Your Protection Get a Home Inspection (Purchase only)<sup>1</sup>

## Credit:

- Signed QLMS Credit Inquiry Letter<sup>3</sup> (Must use QLMS version posted to the portal)
- Credit Report Invoice: If charging for your Institutions Credit then we need an Invoice for Credit Report, ( May be on 1<sup>st</sup> page of Credit Report)
- Divorce Decree (if applicable)<sup>3</sup>
- Subordination Agreement (if applicable)<sup>3</sup>
- Copy of all borrower's social security card or other proof of SS# (for FHA Streamline only)<sup>3</sup>

## Income/Verification of Assets:

- Paystub dated within 30 days of application
- W2's or 1099s as applicable<sup>3</sup>
- Tax Returns if S/E, commission or rental income asrequired
- Social Security or pension award letter
- One month bank statement dated within 45 days on all purchases, for refinance if cash needed to close or if subject property is investment

## Purchase:

- Fully executed Sales Contract (buyer and seller) with all addendums
- Listing/Selling agents names and contact information
- Copy of Earnest Money Check (If any amount of the EMD (Earnest Money Deposit) is applied toward the client's funds to close, then the source and receipt of funds must be documented. An EMD must come from acceptable sources.)<sup>3</sup>
- Survey (if applicable)<sup>3</sup>

*The QL— findings aka Things We Need From You will include all necessary items needed for Folder Receive into U/W.*

<sup>1</sup> QL Provides in Findings Package upon registration for your use. Versions with similar verbiage are acceptable.

<sup>2</sup> Required State forms are available on our portal at <https://portal.qlmortgageservices.com/resource-center/forms/state-disclosures>

<sup>3</sup> Not required for initial underwriting submission, but must be included (if applicable) prior to final approval.