

LOAN SUBMITTAL CHECKLIST



Borrower:	Date:
Co-Borrower(s):	Lender Ph:
Lender:	Lender Fax:
Loan Officer or Contact:	

	These documents are needed for review of the file for initial submission (documents should not be older than 60 days at submission of file):	Check if in file:
1	Fully Executed (1003/URLA)	
	please e-mail Point file to: dsodano@chworks.org	
2	Combined Transmittal Summary (1008)	
	(or mortgage analysis) please e-mail to: dsodano@chworks.org	
3	All Conditional Lender Approvals for All Other Liens	
	<i>First mortgage required to be "speciality first time home buyer loan"</i>	
4	Borrower's Signed Credit Authorization	
5	Pay Stubs (most recent to cover a 30 day period) All borrowers	
6	W2'S (3 Yrs) for All Borrowers	
7	Complete 1040's for most recent 3 years, all schedules/attachments	
8	Credit Report - Tri-Merge	
	If using alt credit, please provide all sources at submission	
9	Assets Statements (checking,savings,retirement, etc) Most recent 2 mos.	
	Must have Name, address, account numbers	
10	Lender GFE and TIL for subject transaction	
11	Home Buyer Education Certificate	
12	Copy of Approved Photo ID and SSI Card	
13	Positive VOR to Cover a 1 Year Period	
14	Any LOE's, Credit supplements, etc.	
	BROKER/LENDER CONDITIONS (to follow after CHW approval)	
1	APPRAISAL-please e-mail to: dsodano@chworks.org	
2	Lead Report/Clearance On Props. Older than 1978	
3	Fully Executed Purchase Contract, All Counters/Addendums	
4	Escrow Instructions	
5	Doc Order	
6	Insurance Declarations Page with current Premium	
7	Preliminary Title Report	
8	HOA Certification from HOA or Automated System	
9	CC&R'S (if applicable)	
10	Deposit Receipt From Escrow (\$500 minimum)	
11	Vesting Amendment	
12	Estimated HUD-1 for subject Transaction	

LENDER TO LIST LAYERS OF LOANS (included CHW programs)		
1st		Loan Amounts (all loans)
2nd		
3rd		
4th		
5th		
6th		

Broker Notes: