

PROCESSING CHECKLIST

The following information should be included in each loan package submitted to National Mortgage Processing:

All submissions should include the following items:

- Processing Submission Form
- Completed and signed 1003
- Completed and signed Good Faith Estimate
- Completed and signed TIL
- Completed and signed disclosures
- Credit report
- 30 days pay stubs for all borrowers
- Last 2 years W2's for all borrowers
- Last 2 months bank statements for checking, savings, and any other asset accounts you wish to use to qualify
- Homeowner's insurance information
- Copy of Driver's license
- Copy of Social Security card

Additional information as applicable:

- Earnest money agreement
- VA certificate of eligibility
- DD-214
- Award letters and most recent check for Social Security, military, retirement, or other benefits
- DU/LP automated underwriting decision

For self-employed borrowers:

- Last 2 years personal and business tax returns signed in blue ink
- Current P & L statement
- Year-to-date Balance Sheet