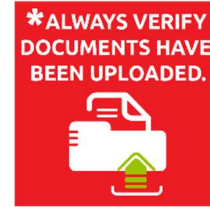


Loan: _____ Borrower: _____

File Due Date: _____

Instructions:

- ✓ Place all documents in the order shown below
- ✓ **Scan** all documents into one PDF
- ✓ Go to Mortgagebot --> Imaging and select **Upload Document**
- ✓ Find your PDF file and select **C_Closed Loan Package** from the Doc Type Folder
- ✓ Be sure to hit "**Submit**" and then close this window
- ✓ Go to Imaging and select Imageflow to see your documents*
- ✓ Upload additional docs to **C_Suspense Documents** from the Doc Type folder **ONLY** if you have suspense conditions*



<input type="checkbox"/>	1. Correspondent VA Stacking Order Sheet
<input type="checkbox"/>	2. Bailee Letter/Wire Instructions (if applicable)
<input type="checkbox"/>	3. MIN Registration Summary
<input type="checkbox"/>	4. Copy of Original Note/Addendums endorsed to (overnight original signed / endorsed Note to FLCB)
<input type="checkbox"/>	5. Deed of Trust/Mortgage with all applicable Riders and attached Legal Description; must carry notary stamp or seal (certified copy required)
<input type="checkbox"/>	6. Warranty Deed/Quit Claim Deed (notarized) (if applicable)
<input type="checkbox"/>	7. First Payment Letter and Payment Coupons
<input type="checkbox"/>	8. Name Affidavit, notarized for each borrower
<input type="checkbox"/>	9. Initial Closing Disclosure along with Change of Circumstance (if applicable)
<input type="checkbox"/>	10. Final Closing Disclosure along with Change of Circumstance (if applicable)
<input type="checkbox"/>	11. Final Settlement Statement (Escrow State properties)
<input type="checkbox"/>	12. Final CD issued AFTER Disbursement (Escrow State properties – DDP ONLY)
<input type="checkbox"/>	13. Initial Escrow Account Statement/Escrow Waiver
<input type="checkbox"/>	14. Notice of Right to Cancel (for each individual with a security interest in the property)
<input type="checkbox"/>	15. Final Loan Application 1003 with Demographic Information Addendums for each borrower (FLCB approved and signed and dated by all parties)
<input type="checkbox"/>	16. Compliance Agreement (notarized)
<input type="checkbox"/>	17. Occupancy Affidavit (notarized)
<input type="checkbox"/>	18. Address Certification
<input type="checkbox"/>	19. 4506C
<input type="checkbox"/>	20. Customer Identification Verification / Patriot Act
<input type="checkbox"/>	21. Notice of Assignment, Sale or Transfer of Servicing Rights/Good-bye Letter
<input type="checkbox"/>	22. Tax Information Sheet / Property Tax Certificate
<input type="checkbox"/>	23. Verbal Verification of Employment (VVOE) dated no later than 10 days prior to closing
<input type="checkbox"/>	24. W-9 Form for each borrower
<input type="checkbox"/>	25. Borrower Appraisal Acknowledgement
<input type="checkbox"/>	26. Hazard Insurance Endorsement Letter
<input type="checkbox"/>	27. Specific Power of Attorney with Legal or Property Address; must carry notary stamp or seal. Original must be sent for recording (if applicable)
<input type="checkbox"/>	28. Payoff Demand Statement (showing account current--figure must agree with payoff amount(s) on final Closing Disclosure) (if applicable)
<input type="checkbox"/>	29. Seller CD (signed by sellers) (Purchase transactions)
<input type="checkbox"/>	30. Prior To Funding Conditions (PTF's) as listed on UW approval
<input type="checkbox"/>	31. Certificate of Compliance (Illinois properties: Cook, Kane, Peoria and Will county)
<input type="checkbox"/>	32. Maryland Licensee Affidavit (Maryland properties)
<input type="checkbox"/>	33. Letter to Hazard Insurance Company requesting change of loss payee
<input type="checkbox"/>	34. State Specific disclosures signed at Closing
<input type="checkbox"/>	35. Discount Point/Fee Disclosure (if applicable)
<input type="checkbox"/>	36. Other miscellaneous disclosures required by state or federal regulations
<input type="checkbox"/>	37. Survey or Plat Map (if applicable)
<input type="checkbox"/>	38. HUD VA Addendum URLA 92900A pages 1-2 (signed and dated by all parties)
<input type="checkbox"/>	39. VA 26-1820 Report and Certification of Loan Disbursement
<input type="checkbox"/>	40. Amendatory Clause (Purchase transactions)
<input type="checkbox"/>	41. Alive & Well Statement (if applicable)
<input type="checkbox"/>	42. Active Duty Certification (if applicable)
<input type="checkbox"/>	43. VA Cash Out Disclosure (final) (if applicable)
<input type="checkbox"/>	44. Veteran Statement Acknowledging New Payment (for 20% increase)
<input type="checkbox"/>	45. Lender Certification if monthly PITI increases 20%+
<input type="checkbox"/>	46. VA 26-8923 - VA IRRRL Worksheet
<input type="checkbox"/>	47. Comparison Statement Letter (IRRRL only)

**Upload Additional Documentation as required; the above list is informational and not considered to be an all-inclusive list.
Upload documents to clear Suspense to **C_Suspense Documents** folder type.**