

Initial Submission Documentation – Required prior to loan being submitted into underwriting.

- _____ Preferred Jumbo **Cover Sheet** (located in Resource Center)
- _____ **Initial URLA**- signed and dated by all borrowers and originator; include all assets & retirement accounts
- _____ **URLA** - matching requested loan terms if different than initial URLA.
- _____ **DU Findings** must be released in Fannie Mae and/or run loan through FLCBank website to obtain DU Findings
- _____ If I/O, credit must be merged. DU is not run.
- _____ **Broker/NDC Contact Information** – Please complete the online version located under Contacts in **Forms and Docs tab** after you import your loan. Please include any specific notes about the file to Ops on this form.
- _____ **Credit Report** – must be valid and the one utilized by DU to decision the loan; must be dated within 30 days of the app date.
- _____ **Credit Inquiry letter**, if applicable.
- _____ **Credit supplement** to verify mortgage payment is current since last reported on Credit Report.
- _____ **Income documentation** – (YTD paystubs dated within 30 days of loan application, **two (2) years W-2's**, **three (3) years** personal and business for Self-employed.
- _____ When using **non-wage/non-self-employed earning income** to qualify, please provide latest 2 years tax returns. If most recent year has not been filed, proof of extension is required.
- _____ **All applicable asset statements**, including all pages of personal checking & savings account statements; all pages of asset statements 401K, IRA, Stocks, Bonds, Mutual Funds statements. Most recent two months or quarterly statement dated within 30 days of application. If quarterly is not within 30 days of application, include updated print out with URL on page. Check guidelines for reserve requirements.
- _____ **COVID-19 Self-Employment**: Provide 3 months business asset statements, corresponding P&L, and Balance Sheet
- _____ **4506C form**, signed/dated (NDC please obtain pre-filled form in the Resource Center) Wholesale clients – completed form will be included in the Initial Disclosure package prepared by FLCBank
- _____ **Other**: (Divorce Decree, Gift Letter, Large Deposits, see guidelines for requirements)
- _____ **Appraisal & Valuation Delivery Disclosure**, provide only if waiver for waiting period has been selected
- _____ **AIR – Appraiser Independence Requirement form** (Type B broker & NDC customers only)
- _____ **Appraisal, Invoice, UCDP Findings and SSR Report** – please select “In Color” when uploading to Imaging (NDC Customers only)
- _____ **Purchase Contract with all addendums**, if applicable.
- _____ **Affiliated Business Arrangement** Disclosure, if applicable.
- _____ **Title / 12 Month chain of Title, Closing Protection Letter (CPL), Settlement Agent prepared Fee Sheet and Wiring Instructions** as applicable.
- _____ **LE** – provide ALL LE's from your LOS and any Change of Circumstance forms, if applicable.
- _____ **FLCB Intent to Proceed**, signed and dated by at least one borrower (NDC only)
- _____ **Homeownership Counseling List (evidence must be dated)** (NDC only)
- _____ **Home Loan Tool Kit** on purchases or refinance of construction loan only (NDC only)
- _____ **Federal, State, and/or Product Specific disclosures** (GA attorney, LPMI, ARM, Credit Score disclosure, etc.)
- _____ **CHARM Booklet (Consumer Handbook on Adjustable-Rate Mortgages)** must be provided to consumer within 3 days of application date. (NDC only)

CD Contact Form, if applicable (you can find a copy of this form in our Resource Center).

Consent to E-sign if documents are electronically signed by borrower(s).

Anti-Steering Loan Disclosure; applies only to Lender Paid compensation plan.

Hazard and/or Flood Insurance, if applicable.

Payoff, if applicable.

NOTE: Additional conditions may apply as it is based on loan review by FLCBank underwriter. This document is subject to change at any time and is intended as an aide for file submission and not for quoting policy.