First Lien HELOC Loan Submission Checklist

Initial Submission documentation – Required with new loan submissions

- ☐ **Underwriting Submission Coversheet –** found in our Resource Center
- ☐ **Credit Report** – Tri-Merged dated within 30 days of application
- ☐ **Initial Fees Worksheet**
- ☐ **Appraisal & Valuation Delivery** Disclosure – A Full FNMA 1004/ FHLMC 70 is required for all loan amounts
- ☐ **Affiliated Business Arrangement** Disclosure, if applicable
- ☐ **Homeownership Counseling** List (must be dated)
- ☐ **Title** / 12 Month chain of Title, Closing Protection Letter (**CPL**) and Wiring Instructions, as applicable
- ☐ **Purchase Contract** with all addendums, if applicable
- ☐ **Initial URLA**- signed and dated by all borrowers and loan originator
- ☐ **URLA**- matching the requested loan terms if different than initial URLA
- ☐ **4506-C** form signed/dated. **Tax Transcripts** will be required when tax returns are used for income (Self-employed, rental income)
- ☐ **Credit Inquiry letter**, if applicable
- ☐ **Consent to E-sign** if documents are electronically signed by borrower(s)
- ☐ **Settlement Services Provider List**
- ☐ **Federal, State, and/or Product Specific disclosures** (GA attorney, ARM, Credit Score disclosure, etc.)
- ☐ **Hazard and/or Flood Insurance**, when applicable
- ☐ **Bank statements –** One month required on purchase transactions to document funds to close
- ☐ **Income documentation** – YTD paystubs dated within 30 days of loan application, most recent 1-year W2 and verbal employment cert or a full written VOE. Self-employed - 2 years personal and business returns, along with tax transcripts, and a YTD P&L
- ☐ **Green Card** and/or **Visa**, when applicable. Refer to guidelines for list of acceptable VISAs
- ☐ **Other:** (Divorce Decree, Gift Letter, Large Deposits, see guidelines for requirements)
- ☐ **Patriot Act disclosure**
- ☐ **Privacy Notice**
- ☐ **Servicing Disclosure**
- ☐ **HELOC Important Terms** disclosure
- ☐ **What You Should Know About HELOC's** disclosure, must be dated

NOTE: Additional conditions may apply based on a loan review by FLCBank. This document is subject to change at any time and is intended as an aid for file submission and not for quoting policy. Please refer to posted guidelines for full program requirements and restrictions.