

## Full Documentation & ATR-in-Full

Seller Company:		Borrower Last Name:			
Seller Loan #:		Submission Date:			
Registered By:		Phone:		Email:	
Primary Contact:		Phone:		Email:	
UW Contact:		Phone:		Email:	
COMPLIANCE - INITIAL DISCLOSURES					Req to Submit
1	LoanNEX Registered Loan Submission Form (pdf copy)				Yes
2	Signed 1003 ALL PAGES (if all pages not signed, need signed Borrower Authorization)				Yes
3	Two (2) forms of Gov't issued IDs: One must be Social Sec Card or Form SSA-89				Yes
4	Tax Payer First Disclosure (not required if ATR-in-Full)				Yes
STANDARD LOAN FILE REQUIREMENTS					Req to Submit
5	1008 (must be less than 60 days at submission)				Yes
6	Fannie Mae 3.4 (MISMO .xml file)				Yes
7	Seller Tri-Merged Credit Report < 90 days				Yes
INCOME DOCUMENTATION REQUIREMENTS					Req to Submit
8	<u>WAGE EARNER (Salary / Hourly):</u>				Yes
	Paystubs: most recent 30 days w/YTD - if tax identification number on paystub matches ITIN				Yes
	W2 - most recent two (2) years				Yes
	Written VOE within 30 days of funding instead of paystubs and/or tax returns. Most current month's bank stmt as validation of WVOE.				Yes
9	<u>SELF-EMPLOYED: FULL DOC</u>				Yes
	Two (2) consecutive years 1040s, 1120s, K1s, etc. (all pages/schedules)				Yes
	YTD P&L and 3 consecutive months business bank statements required prior to docs (PTD)				Yes
	Two (2) consecutive years of history of business with either/or:				Yes
	a) CPA / Tax-Preparer Letter				Yes
	b) Business License				Yes
10	<u>BANK STATEMENTS:</u> (all persons on the bank statements must be on the 1003 as a qualified borrower)				Yes
	Option 1: Provide <b>Acra Bank Statement Analysis Summary</b> (do not submit actual bank stmts)				Yes
	Option 2: Provide Correspondent Seller's Bank Statement Analysis (must include all bank stmts used in analysis)				Yes
11	<u>ASSETS FOR DEPLETION:</u>				No
	Two (2) consecutive months most current asset statement of non-depleting account				No
	Borrower signed letter identifying asset to be used for depletion and intent to deplete from named account				No
12	<u>RENTAL INCOME:</u> Current lease plus 2 most current month's proof of receipt				No
13	<u>FIXED INCOME:</u>				No
	Current Award / Retirement Letter				No
	Most recent bank statement showing auto-deposit or prior year filed 1099				No
	LTV > 65% - 2mos most recent asset statement. LTV < 65% - assets to be reflected on 1003				No
	Assets for reserves must be documented at all LTVs				No
	DSCR allowed with ITIN (refer to DSCR checklist for DSCR requirements)				No
COLLATERAL DOCUMENTATION REQUIREMENTS					Req to Submit
14	<u>PURCHASE CONTRACT (if applicable):</u>				Yes
	Subject property address/purchase price must match 1003				No
	Include ALL Addendums and/or Counter Offers				No
15	<u>PROPERTY TAX CERTIFICATE (for the most recent tax year)</u>				Yes
16	<u>PRELIMINARY TITLE REPORT:</u>				Yes
	<b>Full ALTA Policy – short form not accepted; effective date &lt;= 90 days from the date of funding</b>				Yes
17	<u>APPRAISAL (1004, 1025, 1073)</u>				No
	<b>Appraisal XML File on all 1004 (Single Family Appraisal Report) and 1073 (Condominium Appraisal Report)</b>				No
	Effective date to be no more than 120 days from closing date. (Color PDF only; loans >\$1.5mm require 2nd appraisal)				No
	<b>IF TRID loan and ordered prior to submission must provide:</b>				No
	a) LE and ITP (dates must be ≤ appraisal date)				No
	b) Invoice verifying order and paid dates				No
	c) If not on invoice, provide AMC docs to confirm both dates				No
	<b>1007 Single-Family Comparable Rent Schedule</b>				No
	<b>Appraiser Statement must be included:</b>				No
	<b>The Appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions, Reform, Recovery, and Enforcement Act (FIRREA) of 1989, as amended (12 U.S.C 3331 et seq.)</b>				No
	Must include Appraisal Independence Requirements (AIR) Certification				No
	Appraisal Form 442 ( <i>if applicable</i> )				No
	Final/Repair Inspection ( <i>if applicable</i> )				No
	Certificate of Completion/Occupancy ( <i>if applicable</i> )				No