

# ELIGIBILITY REVIEW SUBMISSION CHECKLIST

## WVOE Only

<b>Seller Company:</b>		<b>Borrower Last Name:</b>	
<b>Seller Loan #:</b>		<b>Submission Date:</b>	
<b>Registered By:</b>		<b>Phone:</b>	<b>Email:</b>
<b>Primary Contact:</b>		<b>Phone:</b>	<b>Email:</b>
<b>UW Contact:</b>		<b>Phone:</b>	<b>Email:</b>

  

COMPLIANCE - INITIAL DISCLOSURES	Req to Submit
1 <b>LoanNEX Registered Loan Submission Form (pdf copy)</b>	Yes
2 <b>Signed 1003 ALL PAGES (if all pages not signed, need signed Borrower Authorization)</b>	Yes
3 <b>Two (2) forms of Gov't issued IDs: One must be Social Sec Card or Form SSA-89</b>	Yes

  

STANDARD LOAN FILE REQUIREMENTS	Req to Submit
4 <b>1008 (must be less than 60 days at submission)</b>	Yes
5 <b>Fannie Mae 3.4 (MISMO .xml file)</b>	Yes
6 <b>Seller Tri-Merged Credit Report &lt; 90 days</b>	Yes

  

INCOME DOCUMENTATION REQUIREMENTS	Req to Submit
7 <b><u>WAGE EARNER (Salary / Hourly):</u></b>	Yes
Standard fully completed WVOE dated within 30 days of funding and covering current YTD and prior two (2) years.	Yes
Two (2) year work history at the employer submitting the WVOE	Yes
Minimum twenty-four (24) month recent housing history required	Yes
Customary VVOE within 72-hours of funding	No
8 <b><u>RENTAL INCOME:</u> Current lease plus 2 most current month's proof of receipt</b>	No

  

COLLATERAL DOCUMENTATION REQUIREMENTS	Req to Submit
9 <b>PURCHASE CONTRACT (if applicable):</b>	Yes
Subject property address/purchase price must match 1003	No
Include ALL Addendums and/or Counter Offers	No
10 <b>PROPERTY TAX CERTIFICATE (for the most recent tax year)</b>	Yes
11 <b>PRELIMINARY TITLE REPORT:</b>	Yes
Full ALTA Policy – short form not accepted; effective date <= 90 days from the date of funding	Yes
12 <b>APPRAISAL (1004, 1025, 1073)</b>	No
Appraisal XML File on all 1004 (Single Family Appraisal Report) and 1073 (Condominium Appraisal Report)	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>Appraiser Statement must be included:</b>	No
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.)	
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