



MORTGAGE

CONVENTIONAL SUBMISSION STACKING ORDER

LEFT SIDE	
Lock Registration/Confirmation	
FraudGUARD	
QC Results, if applicable	
Evidence of Hazard Insurance	
HO-6 Insurance (if required) – Coverage Must be 20% of Appraised Value (condo)	
Flood Cert, if Zone A or Z, obtain borrower notification of property in Flood Hazard Area 10 days prior to closing	
Title with appropriate chain per investor/agency guidelines	
Payoff Letter(s)	
• 1 st Mortgage Payoff	
• 2 nd Mortgage Payoff <i>The existing second lien is to be subordinated – Yes / No</i>	
Trust (if applicable) <i>This loan is closing in a Trust – Yes / No</i>	
• Living Trust - Attorney Letter	
• Land Trust - Letter of Direction	
Invoices AND Confirmation of Application/Appraisal Fee	
Product Write Up or Investor Guidelines	
• Loan Program Name:	
• Date of Guideline:	
RIGHT SIDE OF FILE	
AUS Findings	
1008	
Risk Assessment Worksheet for High DTI Loans	
Submission 1003	
Initial 1003	
Credit Report with any required Updates/Supplements	
• Social Security # Verified – Valid and Issued to Borrower	
• OFAC Verified (If Found, Pre-Funding QC Required)	
• Fraud Alerts Checked and Resolved per procedures	
Credit Score Disclosure	
Letters of Explanation (if appl.)	
Signed Credit Inquiries letter (no signatures at closing permitted)	
Marital Settlement Agreement (if appl.)	
Bankruptcy Docs (if appl.)	
Proof of PITI for all Mortgages Listed on 1003 and Credit Report (if appl.)	
Leases on Rental Property (if appl.)	
Net Tangible Benefit – Note or Current Mortgage Statement in file	
VOE Written and/or Verbal VOE*	
*Evidence of source of employer phone number for Verbal VOE	
Current Paystub(s) – 30 days YTD Income	
W-2('s)	
TRV's – (Required on all files) / 4506 – T	
Personal Tax Returns – 1040's	
Business Tax Returns – All Schedules and K-1's	
Any Additional Income Related Documentation	
VOD	
Bank Statements (Complete – All Pages)	
Stocks / Bonds / Retirement Statements	
LOX regarding Large Deposits and Paper trail	
Gift Letter/Documentation of transfer of funds from donor to borrower	
Net Proceeds Letter	
Earnest Money Documentation	
Fully executed Sales Contract w/ all Riders & Addendums with Seller Name (no Owner of Record)	
HVCC Certification-appraisal delivery method and date	
Appraisal with transparency document	
Borrower Acknowledgment of Appraisal Delivery	
Appraisal Report Delivery Disclosure	
Appraiser License	
WMC Regulated Appraiser List Checked	
Investor Exclusionary List Checked	
WMC Declining Market List Checked	
FEMA Website Verification – (If Disaster Area Re-inspection Required)	
Condo Approval from WMC Condo Specialist	
Condo HOA Cert/Budget/Master Certificate of Insurance	
Executed Borrower Intent to Proceed form	

	Initial Good Faith Estimate dated within 3 days of the application date
	GFE Addendum
	Change Circumstance Approval(s)
	Initial Truth In Lending within 3 days of the application date
	Borrower Cert. & Authorization (if dated after credit report, obtain verbal authorization info)
	Conventional Fixed Rate Mortgage Advanced Disclosure
	ARM Disclosure (if appl.)
	4506-T Completed and Signed
*	Interthinx SSN Verification form
	Disclosure Notices
	FACT ACT Notice
	Transfer of Servicing Disclosure
	Hazard – Flood Letter
	Important Applicant Information
	Privacy Act Disclosure
	State Disclosures, if applicable

*You are only required for verify SSN directly with the IRS when SSN discrepancies are found in file, via FraudGUARD or HUD.

SUBMISSION NOTES TO UNDERWRITER

Income Calculation

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