



CONVENTIONAL SUBMISSION STACKING ORDER

LEFT SIDE	
	Product Write Up or Investor Guidelines
	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
	Title with appropriate chain per investor guidelines
	Payoff Letter(s)
	<ul style="list-style-type: none"> • 1st Mortgage Payoff • 2nd 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>
	<ul style="list-style-type: none"> • Living Trust - Attorney Letter •
	Invoices AND Confirmation of Application/Appraisal Fee
	Lock Confirmation
RIGHT SIDE OF FILE	
	AUS Findings
	1008
	Submission & Final 1003
	Credit Report with any required Updates/Supplements
	<ul style="list-style-type: none"> • SSI # Verified – Valid and Issued to Borrower • OFAC Verified (If Found, Pre-Funding QC Required) • Fraud Alerts Checked and Resolved (If Found, Pre-Funding QC required)
	Credit Score Disclosure
	Letters of Explanation (if appl.)
	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
	Current Paystub(s) – 30 days YTD Income
	W-2('s)
	IRS tax printouts – (Most recent two years - 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 (Should match submission or have change of Circumstance and revised GFE/TIL info)
	GFE Addendum
	Initial Truth In Lending within 3 days of the application date
	Conventional Fixed Rate Mortgage Advanced Disclosure
	ARM Disclosure (if appl.)
	Borrower Cert. & Authorization (if dated after credit report, obtain verbal authorization info)
	4506-T Completed and Signed for EACH Borrower Separately
	Disclosure Notices
	FACT ACT Notice
	Transfer of Servicing Disclosure
	Hazard – Flood Letter
	Interthinx SSN Verification Form
	Important Applicant Information
	Privacy Act Disclosure
	State Disclosures, if applicable
	Check Loan Feature has been checked and is Error Free

SUBMISSION NOTES TO UNDERWRITER

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Income Calculation

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