

DOCUMENT CHECKLIST

BORROWER

- 1003 LOAN APPLICATION
- TRUST CERTIFICATION IF ANY BORROWER(S) ARE VESTED IN A TRUST
- STATEMENT OF INFORMATION
- PHONE, FAX AND CELL PHONE NUMBERS FOR BORROWER(S)
- EMAIL ADDRESS (STATEMENTS AND OTHER INFORMATION CAN BE SENT VIA EMAIL)
- CORPORATE OR LLC BORROWER(S) INCLUDE THE FOLLOWING:
 - OPERATING AGREEMENT CORPORATE RESOLUTION ARTICLES OF INC/ORG
- COMPLETED W-9

LENDER

- LENDER IDENTIFICATION FORM
- TRUST CERTIFICATION IF ANY LENDER(S) ARE VESTED IN A TRUST
- PHONE, FAX AND CELL PHONE NUMBERS FOR LENDER(S)
- EMAIL ADDRESS (STATEMENTS AND OTHER INFORMATION CAN BE SENT VIA EMAIL)
- ACH/DIRECT DEPOSIT FORM
- COMPLETED W-9

LOAN INFO

- SCHEDULED CLOSE OF ESCROW DATE _____
- FIRST PAYMENT DATE _____
- COMPLETED DOC PREP ORDER FORM
- PRELIMINARY TITLE REPORT
- ESCROW INSTRUCTIONS
- SENIOR LIEN INFORMATION
- ORIGATION/LOAN CHARGES (EST. HUD)

PROPERTY

- APPRAISAL OR COMPARABLES OF SUBJECT PROPERTY
- EVIDENCE OF INSURANCE