

# Loan Submission Form

FHA SPONSOR NUMBER: 24751-0000-5  
VA SPONSOR NUMBER: 902324-00-00



## CORRESPONDENT INFORMATION

Name: Phone: Email:  
Address:

## BORROWER INFORMATION

Borrower First Name/Last Name: Email:  
Co-Borrower First Name/Last Name: Email:

## LOAN INFORMATION

Loan Purpose: Rate/Term Cash Out Refi Purchase Impounds: Yes No  
Occupancy: Primary Residence Second Home Investment Properties  
Property Type: SFR Condo Detached Condo Highrise Manufactured  
PUD Condo Attached # Units \_\_\_\_\_  
Loan Amount: \$ Appraised Value: \$ Sales Price: \$

## CORRESPONDENT PORTAL

Use the *CorrIQ* Portal to upload a complete FNMA 3.2 File.

## PROGRAM DETAILS

### Loan Product – Government Programs

☐ FHA ☐ FHA STREAMLINE ☐ VA  
☐ FHA SIMPLE ☐ NON-CREDIT QUALIFYING ☐ VA IRRRL  
☐ FHA \$100 DOWN ☐ CREDIT QUALIFYING

### Rate Type - Fixed

☐ 30 YEAR ☐ 25 YEAR  
☐ 20 YEAR ☐ 15 YEAR

### Loan Product – Conventional Programs

☐ CONVENTIONAL CONFORMING ☐ TEXAS HOME EQUITY 50(a)(6)  
☐ HIGH BALANCE ☐ DU REFI PLUS  
☐ FREDDIE MAC OPEN ACCESS ☐ FANNIE MAE HOMEReady  
☐ LENDER PAID MORTGAGE INSURANCE (LPMI) ☐ FREDDIE MAC HOMEPOSSIBLE/ADVANTAGE  
IMPOUNDS ☐ WAIVED ☐ NOT WAIVED

## Minimum Submission Requirements for Underwriting

☐ 1003 – including Lender Loan Information Page – signed and dated by the Loan Officer  
☐ 1008 – Uniform Underwriting and Transmittal Summary  
☐ CONV/FHA/VA Desktop Underwriter (DU) or Loan Prospector (LP) Findings  
☐ Letters of Explanation for all derogatory credit for Manual Underwrites  
☐ Income (not required on FHA Non-Credit Qualifying Streamlines and VA IRRRLs)  
**WAGE EARNER**  
→ Current paystubs for each borrower or Written Verification of Employment (WVOE) or most recent W-2  
**SELF-EMPLOYED**  
→ Two years tax returns or minimum per AUS Findings  
→ Two years business tax returns if greater than or equal to 25% ownership or minimum per AUS Findings  
☐ Intent to Proceed ☐ Borrower Authorization ☐ VA Loan Analysis  
☐ Credit report dated within 90 days of submission\*  
→ Mortgage only for all FHA Streamlines and VA IRRRLs  
☐ 4506-T (signed)  
☐ HUD 92900A Addendum for FHA/VA loans  
☐ FHA Case Assignment  
☐ HMDA Universal Loan Identifier (ULI) and Lender Identity Identifier (LEI)  
☐ Most recent bank statement(s) or 1003 Asset section completed to reflect funds to close  
☐ Purchase Contract on purchase transactions and any Addendums or Counteroffers  
☐ VA Guaranteed Home Loan Cash-Out Refinance Comparison Certification  
(Cash-out Refinance Transactions Only)

## Loan Specific Requirements

### FHA STREAMLINE LOANS

☐ FHA Streamline Maximum Loan Amount Worksheet  
☐ Mortgage only credit report must rate all mortgages on the subject property

### VA IRRRL LOANS (No AUS required)

☐ Initial VA IRRRL Loan Comparison Statement ☐ VA IRRRL Worksheet  
☐ Mortgage only credit report must rate all mortgages on the subject property

## Stacking Order

☐ Completed Submission Form ☐ Cover Letter

### 1. Credit Package

☐ Mortgage Payoffs (if applicable) ☐ Additional Credit Docs/Supplements (if applicable) ☐ LOE Name & Address Variations  
☐ Credit Inquiry Letter ☐ Divorce Decree/Separation Agreement (if applicable) ☐ SS Authorization  
☐ VOR/VOM ☐ Bankruptcy Papers (if applicable) ☐ SS Validation  
☐ Document all REO properties with Mortgage Statements, Taxes, HOA Dues, Owned Free & Clear

### 2. Income Documents

☐ SS/Fixed Income Documentation (award letters, 1099, verified deposits) ☐ Schedule K-1 (if applicable)  
☐ Rental Income (Current Lease Agreement) ☐ YTD Profit & Loss Statement, Balance Sheet

Non-QM Products – Refer to the Carrington Advantage Products Loan Submission Form

### 3. Asset Documents

☐ Escrow Letter/Proof Earnest Money ☐ Gift Funds/Donor's Ability (if applicable) ☐ Retirement or Investment Account Statements

### 4. Property Documents

☐ Purchase Contract (if applicable) ☐ Tax Certificate ☐ Title Commitment  
☐ Homeowners and Flood Insurance ☐ Condos and PUDs (Master Policy &HO6) (if applicable) ☐ Flood Certificate

### 5. Disclosures

☐ Initial Federal and State Disclosure Package

### 6. FHA/VA

☐ VA Certificate of Eligibility ☐ Initial 92900a/1802 ☐ FHA Case# Assignment/VA 1805 Case Assignment