

Broker's Name:	Current Date:
Borrower's Name:	Property Address:

Check if submitted

## REQUIRED DOCUMENTATION

Internal Use Only  
Received | Missing

### REQUIRED DOCUMENTATION FOR INITIAL DISCLOSURES (Must be received within **24 hours** of loan submission)

#### GENERAL

	Credit report (Tri-Merge Credit Report using subject property or local address) <b>NOTE: Credit report should be from a credit agency approved by Freddie Mac and/or Fannie Mae and cannot be older than 60 days</b>		
	Copy of the borrower's ID (Passport or Driver License) and Social Security Card		

### DOCUMENTATION BELOW IS REQUIRED FOR THE LOAN TO BE SENT TO UNDERWRITING

#### INCOME

	Most recent W2 for 1 year or 2 years		
	Most recent paystub covering at least 30 days YTD earnings		
	Most recent 1040 for 1 year or 2 years for self-employed borrower or rental income		
	Verification of other sources of income		
	1099s for the past two years and verification of year-to-date income via paystub, written VOE or other 3rd party verification		

#### APPRAISAL AND PROPERTY

	Order appraisal after disclosure is signed If transferred appraisal, contact your AE for more information		
	PURCHASE TRANSACTIONS: Fully executed contract with all addendum(s) (if applicable)		

#### PERMANENT RESIDENT ALIEN/NON-PERMANENT RESIDENT ALIEN

	Copy of borrower's passport and unexpired visa *		
	Valid employment authorization must be provided if the visa is not sponsored by the current employer		

\*NOTE: All documents must be translated into English by a certified translator

\*\*All currencies must be converted to US dollars

