

MoOM Processed Loans - Submission Checklist

Partner Contact Information

Company Name			Company Contact Name	
Case Transfer:	<input type="radio"/> Yes	<input type="radio"/> No	Phone #	
Transfer Letter in file:	<input type="radio"/> Yes	<input type="radio"/> No	Email	

Borrower Contact Information

Borrower			Co-Borrower		
Borrower Email			Co-Borrower Email		
Borrower Phone #			Co-Borrower Phone #		
MoOM to contact borrower	<input type="radio"/>		Partner to contact borrower	<input type="radio"/>	
POA/Conservator/Guardian	<input type="radio"/> Yes	<input type="radio"/> No	Trust	<input type="radio"/> Yes	<input type="radio"/> No

Title and Appraisal Information

Title and appraisal will be ordered using a MoOM preferred Title agent and AMC, unless otherwise requested.

Use MoOM Preferred Title Company <i>(If no, complete Title below)</i>	<input type="radio"/> Yes	<input type="radio"/> No	Use MoOM Preferred AMC <i>(If no, complete AMC below)</i>	<input type="radio"/> Yes	<input type="radio"/> No
Title & Escrow Company	<input type="radio"/> Allegiant		AMC Name	<input type="radio"/> Class Valuation	
	<input type="radio"/> PRC			<input type="radio"/> LRES	
	<input type="radio"/> Senior Settlement			<input type="radio"/> Property Rate	
	<input type="radio"/> Other (List below)			<input type="radio"/> HomeBase	
		<input type="radio"/> Other (List below)			
Title Contact Information (if other)			Payment Type	<input type="radio"/> Credit Card (CC Form)	
				<input type="radio"/> Credit Card (Phone)	

Include with all Submissions:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Signed 1009 <ul style="list-style-type: none"> <input type="checkbox"/> If e-signed certificate of completion and sent to borrower's email address <input type="checkbox"/> Complete and signed application package (RV or QR) | <ul style="list-style-type: none"> <input type="checkbox"/> Credit Report <input type="checkbox"/> Credit Card Authorization Form <input type="checkbox"/> All preflight scenarios |
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Collect at Application:

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Legible copy of Driver's License <input type="checkbox"/> Legible copy of Social Security Card <input type="checkbox"/> Original signed & dated Counseling Certificate <input type="checkbox"/> Mortgage statement (if mortgage balance to pay off) <input type="checkbox"/> Homeowners Insurance Declaration Page <p>Additional Documents as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Copy of Trust <input type="checkbox"/> Copy of Power of Attorney/Conservator/Guardian <ul style="list-style-type: none"> <input type="checkbox"/> Photo ID for POA/Conservator/Guardian <input type="checkbox"/> Doctors Letter (if necessary) <input type="checkbox"/> LOE/LOX for derogatory credit (if required) <ul style="list-style-type: none"> <input type="checkbox"/> Supporting Documentation (if required) | <ul style="list-style-type: none"> <input type="checkbox"/> Signed Purchase Contract (H4P only) <ul style="list-style-type: none"> <input type="checkbox"/> Including FHA Amendatory Clause/Real Estate Certification <input type="checkbox"/> Income documentation (all sources used to qualify) <ul style="list-style-type: none"> <input type="checkbox"/> Social Security Awards Letter (if applicable) <input type="checkbox"/> Pension Letters (if applicable) <input type="checkbox"/> W-2's (if using employment income) <input type="checkbox"/> 30 days of pay stubs (if using employment income) <input type="checkbox"/> Asset documentation (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Most recent 2 months bank statements or retirement accounts etc. (or most recent quarterly statements) |
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Contact your Partner Support Associate or Account Executive with questions.



APPRAISAL FEE AUTHORIZATION FORM

Today's Date		AMC:		
BORROWER INFORMATION				
Borrower's First Name:		Last Name:		
Co- Borrower's First Name:		Last Name:		
Street address:		Home phone:		
		Other phone:		
City:	County:	State:	Zip:	
BILLING METHOD				
Appraisal Management Companies (AMC) are third party providers hired on behalf of the lender or mortgage broker. In an effort to efficiently handle your appraisal please select the payment method you prefer.				
Visa	MasterCard		American Express	
Name on card:				
Account number:				
Billing address (if different):				
City:	State:		Zip:	
Security Code (3 digits on back of Visa/MC or 4 digits on front of AE):			Exp. Date:	Amount Charged:
Cardholder Signature:				Date: