

Mutual Processed Loans - Submission Checklist

Partner Contact Information

Company Name			Company Contact Name	
Case Transfer:	☐ Yes	☐ No	Phone #	
Transfer Letter in file:	☐ Yes	☐ No	Email	

Borrower Contact Information

Borrower			Co-Borrower		
Borrower Email			Co-Borrower Email		
Borrower Phone #			Co-Borrower Phone #		
Mutual to contact borrower	☐		Partner to contact borrower	☐	
POA/Conservator/Guardian	☐ Yes	☐ No	Trust	☐ Yes	☐ No

Title and Appraisal Information

<i>Title and appraisal will be ordered using a Mutual preferred Title agent and AMC, unless otherwise requested.</i>								
Use Mutual Preferred Title Company (If no, complete Title below)		☐ Yes	☐ No	Use Mutual Preferred AMC (If no, select AMC below)				
Title & Escrow Company		☐ Allegiant		<table border="1"> <tr> <td rowspan="2">Payment Type</td> <td>☐ Credit Card (CC Form)</td> </tr> <tr> <td>☐ Send Payment Link</td> </tr> </table>		Payment Type	☐ Credit Card (CC Form)	☐ Send Payment Link
		Payment Type	☐ Credit Card (CC Form)					
			☐ Send Payment Link					
		☐ PRC						
		☐ Senior Settlement						
☐ Acrisure Title								
☐ Other (List below)								
Title Contact Information (if other)								

Include with all Submissions:

- | | |
|--|---|
| ☐ Signed 1009
☐ If e-signed certificate of completion and sent to borrower's email address
☐ Complete and signed application package (RV or QR) | ☐ Credit Report
☐ Credit Card Authorization Form
☐ All preflight scenarios |
|--|---|

Collect at Application:

- | | |
|--|---|
| ☐ Legible copy of Driver's License
☐ Legible copy of Social Security Card
☐ Original signed & dated Counseling Certificate
☐ Mortgage statement (if mortgage balance to pay off)
☐ Homeowners Insurance Declaration Page

Additional Documents as applicable:
☐ Complete Copy of Trust
☐ Copy of Power of Attorney/Conservator/Guardian
☐ Photo ID for POA/Conservator/Guardian
☐ Doctors Letter (if necessary)
☐ LOE/LOX for derogatory credit (if required)
☐ Supporting Documentation (if required) | ☐ Signed Purchase Contract (H4P only)
☐ Including FHA Amendatory Clause/Real Estate Certification
☐ Income documentation (all sources used to qualify)
☐ Social Security Awards Letter (if applicable)
☐ Pension Letters (if applicable)
☐ W-2's (if using employment income)
☐ 30 days of pay stubs (if using employment income)
☐ Asset documentation (if applicable)
☐ Most recent 2 months bank statements or retirement accounts etc. (or most recent quarterly statements) |
|--|---|

Contact your Partner Support Associate or Account Executive with questions.