

Borrower Name \_\_\_\_\_ Loan Number \_\_\_\_\_

Cover Letter: Is there anything we need to know about the loan?

**Items required for initial credit file****Loan will not proceed to underwriting unless all applicable items below have been received.****OTHER THAN ITEMS INDICATED BELOW, BROKER UPFRONT DISCLOSURES ARE NOT REQUIRED.**

- Anti-Steering Disclosure – Lender-specific form required (available at [www.blustream.com/resources](http://www.blustream.com/resources))
- Affiliated Business Arrangement Disclosure (available at [www.blustream.com/resources](http://www.blustream.com/resources))
- Loan Officer / Borrower signed Initial 1003
- CALIFORNIA ONLY – Comparison of Sample Mortgage Features (Required on interest only loans)
- COLORADO ONLY - Net Tangible Benefit Disclosure – also signed by broker
- FLORIDA ONLY - Conflict of Interest Disclosure - (*required if broker has a conflict of interest as defined in FL Stat. 494.0023*)
- NEW JERSEY ONLY – Mortgage Broker Service Agreement Disclosure
- NEW JERSEY ONLY – Mortgage Fee Itemization Disclosure
- NEW JERSEY ONLY – Application Disclosure

**W2 Employee** **CHECK HERE IF UTILIZING 1-YEAR INCOME FINDINGS PER AUS**

- Consecutive pay stubs covering 30 days showing year-to-date earnings – pay stubs must not predate application date by more than 30 days
- Most recent two years W2, unless AUS provides 1 year finding
- If using variable income like Commissions, Bonus, or Overtime to qualify, or if borrower is a teacher, then a completed Written VOE is required (if variable income is not required, please do not list on your application)
- Two years of complete 1040s if commission >25% of total qualifying income
- Two years of complete 1040s if using rental income

**Self Employed**

- Two years of complete 1040s for Schedule C borrower, unless AUS provides 1 year finding
- Two years of complete business returns for 1120 or 1065 borrower, unless AUS provides 1 year finding

**Assets**

- Source of funds for purchase     Source of funds for reserves on NOO transaction
- Source of funds on Refinance, if details of transaction show  $\geq$  \$1000 needed from borrower

**Purchase**

- Complete signed purchase contract with all addendums and counter offers

**Other**

- REO: Hazard Insurance Dec Page, Property Tax Bill or current property profile, Mortgage Statement (if applicable), and HOA statement (if applicable) for each property owned
- Preliminary Title Report on refinance (on purchase, ok for prelim to follow)

**FHA**

- Completed Blustream FHA Submission Cover Sheet
- Completed Form 92900-A