



# VA Loan Submission Checklist - IRRRL

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

**Broker must be an approved Newfi Lending VA agent – contact your Account Rep for details.**

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

## Items Required for Disclosures – *must be submitted within 2 days of RESPA trigger*

Disclosures cannot be issued unless all applicable items below have been received.

- 1003, including initial 26-1802a Addendum, signed and dated by Loan Officer (include Demographic Information Addendum)
- VA Loan Comparison Worksheet, completed by broker
- VA Certificate of Eligibility (COE) (Form 26-8320)
- Broker's Settlement Service Provider List
- Escrow/Title Fee Sheet

## Items Required for Initial Credit File

Loan will not proceed to underwriting unless all applicable items below have been received.

### Assets

- Source of funds, if Details of Transaction show  $\geq$  \$1000 needed from borrower

### Property/REO/Title

- Preliminary title report/title commitment
- Current payoff demand

### Credit

- Credit Report for borrower (can be mortgage-only with credit scores)
- Evidence mortgage payment is current for the month due (credit supplement or mortgage statement)
- Copy of current mortgage statement

### Docs/Disclosures - OTHER THAN ITEMS INDICATED BELOW, BROKER UPFRONT DISCLOSURES ARE NOT REQUIRED

- Anti-Steering Disclosure-Required on LPC transactions only (available at [newfiwholesale.com/resources](http://newfiwholesale.com/resources))

### State-Specific Disclosures - OTHER THAN ITEMS INDICATED BELOW, BROKER UPFRONT DISCLOSURES ARE NOT REQUIRED

- 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*)
- ILLINOIS ONLY – Borrower Information Document
- ILLINOIS ONLY – Description of Required Documentation
- ILLINOIS ONLY – Loan Brokerage Agreement and Disclosure Statement
- MARYLAND ONLY – Broker Finder's Fee Agreement Disclosure
- NEW JERSEY ONLY – Mortgage Broker Service Agreement Disclosure
- NEW JERSEY ONLY – Mortgage Fee Itemization Disclosure
- NEW JERSEY ONLY – Application Disclosure
- OHIO ONLY – Acknowledgment of Receipt of Home Mortgage Loan Information
- OHIO ONLY – Business Relationship Disclosure Notice (if applicable)
- TEXAS ONLY – Texas Mortgage Company Disclosure
- TEXAS ONLY – Disclosure of Multiple Roles in a Real Estate Transaction (when the Broker is acting as both the Real Estate Agent and the Mortgage Broker)