



Loan Submission Checklist

FORTRESS DD

DSCR INCOME

Borrower Name _____ Loan Number _____

Is there anything we need to know about the loan?

Required for Initial Credit File

- Credit Report
- Initial signed 1003 by MLO, including HMDA Demographic addendum - (ie dependent(s), years school, schedule of REO)
- Employment Income is not disclosed on application, the employment section must be complete including the employers name, address, and valid phone number
- Valid ID for all borrowers
- Cell Phone Consent Form –available at: [Resource Center](#)
- Occupancy Certification Form –available at: [Resource Center](#)
- Preliminary Title Report/Title Commitment on refinance (on purchase, ok to follow) – Not required at time of submission in FL, NJ, and PA
- First Time Investor Allowed-must have owned a property for 12 months anytime during the past 36 months
- Gift Funds allowed after a minimum 10% borrower contribution
- Signed purchase contract with all addendums and counteroffers
- Purchase Contact Sheet available at [Resource Center](#)
- Cash out transaction requires an acknowledgement that the loan is a business purpose loan. Cash out may not be for personal use.

ASSETS

- 2 months Personal Bank statements for down payment, closing and reserves any large deposits must be sourced
- Cash-out proceeds allowed to satisfy reserve requirement for LTV's <65%

PROPERTY INCOME REQUIREMENTS:

- Use lower of 1007 or form 1025 for multi-family or lease agreement
- Two months proof of receipt of existing lease amount required for refinance
- Purchase loans income form 1007 may be used without the lease agreement
- Refinance transactions require property to be leased
- Short term rental income using 12- month look back period to determine average monthly rents
Annual or monthly statements from Airbnb or similar required. 5% LTV reduction required when using short term income

DSCR CALCULATION

- Gross Income/PITIA (PI using the note rather than fully indexed. Use ITIA for I.O. loans)
- Gross Income: Lower of estimated market rent using form 1007 and monthly rent from an existing lease (if lease amount is higher, may be utilized with 2-months proof of receipt)
- All refinance transactions require subject property to be leased

EXAMPLE: DEBT SERVICE COVERAGE RATIO:

Single Family Purchase

Monthly PITIA = \$650

Estimated Monthly Market Rent (Fannie Mae Form 1007) = \$850

Existing Lease Monthly Rent = Not Available

Use Market Rent of \$850. (Use Estimated Monthly Market Rent when lease is not available for a purchase transaction)

Gross Rents (\$850.) / PITIA (\$650) = DSCR (1.30)

Select DSCR Option:

- >=1.15 DSCR
- 1.00 – 1.14 DSCR
- <1.00 DSCR



LOAN SUBMISSION CHECKLIST

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DSCR Loan

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THE FOLLOWING BROKER UPFRONT DISCLOSURES ARE REQUIRED

- Anti-Steering Disclosure-Required on LPC transactions only - available at [Resource Center](#)
- 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)*
- GEORGIA ONLY – Temporary Authority to Operate (a mortgage lender or mortgage broker sponsoring a mortgage loan originator who is unlicensed but operating as a mortgage loan originator must disclose in writing to each applicant that the mortgage loan originator has temporary authority to operate)
- 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)
- Electronic signatures require E-signature certification form