



# VA Loan Submission Checklist – PURCHASE

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 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.

#### VA Documentation

- Child Care Expense Statement (for children under the age of 13)
- VA Amendatory Clause AND Real Estate Certification dated on or before the sales contract unless contained in the contract (signed and dated by all parties and submitted with the purchase contract)

#### W2 Employee

- Paystub dated no earlier than 30 days prior to application date. Must contain all YTD earnings and sufficient information to calculate income.
- Most recent year’s W2
- Two years of complete 1040s if commission > 25% of total qualifying income
- Most recent year’s complete 1040s if using rental income

#### Self Employed CHECK HERE IF UTILIZING 1-YEAR INCOME FINDINGS PER AUS

- 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 down payment
- Source of funds for reserves for each additional REO (3 months)

#### Property/REO/Title

- Completed signed purchase contract with all addendums and counter offers
- Preliminary title report/title commitment (if available at time of submission)
- CA PROPERTY: Property tax bill with breakdown of charges
- CONDO: Evidence that condo is VA approved (match tract number)
- 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. If taxes and insurance are impounded, mortgage statement can be used to document tax and insurance amounts.

#### Credit

- Credit Report for borrower
- Credit report for non-borrowing spouse, if community property state AND signed Authorization

#### 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*)
- GEORGIA ONLY – Temporary Authority to Operate Disclosure (required if LO has applied for, but not yet received, license)
- 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)