



**Fixed Second Submission Checklist**  
**1-year FULL DOC**

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

**Submission checklist**

- AUS not required
- Credit Report
- Valid ID for all borrowers
- Social Security Card
- Preliminary Title Report with 24-month chain of title and plat map or survey.  
Limited or Short form allowed
- Current mortgage statement and copy of Note for existing first

**REO:**

- Most recent 1040 including Schedule E
- REO held in entity – Business tax returns not reviewed, full PITI will be applied

**ASSETS:**

- 1 month bank statement for funds to close if required
- Reserves not required

**W2 BORROWER:**

- Most recent paystubs covering last 30 days with YTD earnings
- Most recent one-year current W2
- Written verification of Employment (WVOE) if Overtime/Bonus/Commission

**SELF EMPLOYED SCHEDULE C BORROWER:**

- Most recent tax return, 1040s/ Schedule C
- Proof of 2-year SE in business used for qualifying income

**Alimony and Child Support**

- Copy of Divorce Decree
- Document 6 months receipt of full, on time and consistent payments

**Pension**

- Award letter OR two prior years 1099-R
- 30 day current proof of receipt

**IRA Distributions**

- Account Statement reflecting available balance and prior year 1099-R or 1040 **OR**
- Account Statement reflecting available balance and evidence of automatic withdrawal with a minimum 3-year continuance

**Social Security Income**

- Award letter
- 1 month receipt of payment

**Appraisal Requirements (not required at time of submission)**

- Loan amount  $\leq$  \$250K, AVM with a confidence score  $\geq$  0.80 or forecasted standard deviation of minimum .20 OR Full interior/exterior appraisal
- If AVM used- signed and dated LOE indicating if the ppty has a HOA if yes, provide amount of dues and name of HOA
- Loan amount  $>$ \$250k Full interior/exterior appraisal
- HPML transaction any loan amount, Full interior/exterior appraisal

**THE FOLLOWING DISCLOSURES ARE REQUIRED From Broker:**

**[State Specific Disclosure Forms](#)**