

MORTGAGE FILE DOCUMENTATION REQUIREMENTS

Purchase Review Submission

Legal

- Universal Loan Identifier (ULI)
- Deed of Trust / Mortgage – assigned in blank (original, executed copy)
- Intervening assignments, endorsements or allonges
- Lease assignments (if applicable)
- MERS MIN Number
- Modification instruments – all (if applicable)
- Note(s) – including modification and / or second lien
- Power of Attorney
- Riders – all security instruments (certified copies)
- Title Policy (original) or Title Commitment (copy marked for policy)
- Warranty Deed
- For Co-ops:
 - Proprietary lease and assignment of the proprietary lease to blank
 - Recognition Agreement/Aztec Agreement
 - Security Agreement
 - Stock Certificate representing the Co-op Shares and Stock Power in blank
 - UCC-1 financing statement with cooperative addendum and evidence of filing
 - UCC -3 assignment to blank
 - UCC-3 termination of pervious lenders UCC-1 (if applicable)

Compliance

- Affiliated Business Disclosure (if applicable)
- ARM disclosures and ARM letters
- Loan Estimates with evidence of delivery – all
- Closing Disclosures with evidence of receipt – all
- Change of Circumstance documentation

- Settlement Service Provider List
- Fee Itemization for general lender credits, if applied against HOEPA/QM fees
- Intent to Proceed
- E-sign Consent
- Home Loan Tool Kit
- Homeownership Counseling disclosure – with list of counseling agencies
- Mississippi Mortgage Origination Addendum (no blanks)
- Wisconsin tax payment election
- Other state specific disclosures (when applicable)
- USA PATRIOT Act disclosure – verifying all borrowers' identities according to the Customer Identification Program (CIP) requirements
- GFEs (if applicable)
- Truth in Lending (TIL) – initial, subsequent and final (pre-TRID)

Credit / Underwriting / Closing

- 1003 Uniform Residential Loan Application (URLA) – original and final, signed
- Proof of Loan Officer's Temporary Authority (if applicable)
- 1008 Transmittal Summary, or contract underwriting summary/notice of approval (For Non-QM loans it must be noted on the 1008 why the loan is classified as Non-QM)
- Appraisal – with photos and all attachments, including final inspection and/or certificate of occupancy (if applicable)
- Asset documentation – all
- Ability-To-Repay (ATR) Worksheet (Non-QM loans only)
- Bankruptcy papers – complete (if applicable)
- Closing instructions
- Conditions letter
- Condo, PUD or Co-op documentation
- Credit Reports and any necessary explanations
- Divorce decree – complete

- Escrow Account Disclosure Statement (initial) – for escrowed loans
- Escrow waiver form – for non-escrowed loans
- Fraud reports
- HUD 1 (estimated and certified final copy; pre-TRID)
- First Payment Letter
- Flood Insurance Policy / Binder with loss payee change notice / or flood insurance application with paid receipt (if applicable)
- Flood notice (if applicable)
- Flood zone determination
- Hazard Insurance Policy / Binder – with loss payee change notice
- Income/Employment documentation – all verbal verifications, 4506-T, etc.
- Income Analysis Worksheet(s)
- Investor Rate Lock Confirmation (if applicable)
- PFI Rate Lock Confirmation, or other documentation to evidence the last interest rate set date
- Pass-Through fee invoices
- Payment history (if applicable)
- Payoff Statement – to determine the payoff of prepayment penalty fees in conjunction with a refinance
- PMI Certificate – or status of coverage document (original copy)
- Purchase contract
- Right of Rescission / Right to Cancel notice
- Subordination Agreement
- Survey (if applicable)
- Tax information sheet
- Tax transcripts
- Verification of Mortgage (VOM) or Verification of Rent (VOR)
- W-9 Form
- All other miscellaneous documents and disclosures
- Wisconsin tax form (if applicable)