

# NON-QM / CES SUBMISSION CHECKLIST



## BROKER INFORMATION

Company Name:

State Lic. No.

Processor:

LO NMLS ID:

Processor Phone:

Processor E-mail:

## BORROWER INFORMATION

Borrower:

Borrower Email:

Co-Borrower:

Co-Borrower Email:

Property Address:

## LOAN INFORMATION

Loan Amount (1st):

Appraised Value

Loan Amount (2nd):

Purchase Price

LTV/CLTV

Qualifying Credit Score

Interest Rate %

Subordinate Financing?

YES

NO

## PROGRAM INFORMATION *(Pricing not finalized until all Income / Credit / Assets and Appraisals are in file)*

Broker Compensation

Borrower Paid

Lender Paid

\$

Processing Fee

Valid License/NMLS required for Lender Paid Comp

\$

*(Invoice Required for LPC)*

Credit Report Fee

Loan Program

*(Invoice Required)*

\$

## BROKER INFORMATION

| PURPOSE | Purchase  | OCCUPANCY | Primary              | CHARACTERISTICS | First-Time Homeowner | First-time Investor | PROPERTY TYPE | ADU? |
|---------|-----------|-----------|----------------------|-----------------|----------------------|---------------------|---------------|------|
|         | Rate/Term |           | 2 <sup>nd</sup> Home |                 | Limited Tradelines   | Foreign National    |               |      |
|         | Cash-out  |           | Investment           |                 | No Housing History   | ITIN                |               |      |

### Required Document for All Loans

- Initial 1003
- Purchase Contract (If Applicable)
- Copy of EMD check/receipt (If Applicable)
- 1 month bank statement (If Applicable)
- Title Fee Sheet
- Anti-Steering Disclosure (Lender Paid Comp)
- Credit Report
- If TPO credit report- need to reissue to OGI
- Credit report cannot be > 45 days from submission date
- Preliminary Title Report (for refinance)
- Closing in LLC- Articles of Organization, Operating Agreement, Federal Tax ID, Certificate of Good Standing

### DSCR

Proof of Rental Income (IE- Current lease or 1007)

### 1099

12- or 24-month 1099 statements

YTD income (bank statements or employer printout)

### Asset Utilization

Consecutive, most recent 4 months bank statements

### WVOE Only

Written verification of employment

Evidence of VOE delivery & receipt (email or fax) directly from employer

### Full Documentation

Wage Earner- Most recent 30 days paystub(s) & most recent 1-or-2 years W2

Self-Employed: Proof of 2 years Self-Employment & most recent 1-or 2-years Tax Returns (Business & Personal with all schedules)

### Bank Statement

Proof of 2 Years' Self Employment

Proof of Borrower's Ownership %

3rd Party P&L Statement OR Tax Preparer Expense Ratio Statement; 50% Expense Factor will be applied if neither are provided

12-or-24 Month Consecutive Bank Statements Used to Qualify

2 Months Business Bank Statements (if using personal account for qualification)



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P&L Only

- Proof of 2 years' self-employment
- Proof of borrower's ownership %
- 12- or 24-month 3rd party P&L statement
- CTEC/EA/CPA to complete Tax Professional Attestation Form.

2nd Liens

- Stand Alone- Copy of 1st lien note
- Piggyback- Copy of approval
- HOA statement or confirm no HOA dues (for refinance)

Foreign National (Not for 2nd Liens)

- All documents must be translated to English
- Valid unexpired passport & acceptable VISA
- 12-month housing history
- Wage Earner
- Employer letter with salary & YTD earnings or 2 months paystubs with YTD earnings
- 2 years income- Employer letter or W2 equivalent
- Self-Employed – CPA letter with previous 2 years income & YTD earnings
- DSCR- Proof of rental income (current lease or 1007)
- Asset Utilization- Consecutive, recent 4 months bank statements

Notes:

