

1003 Review Checklist

MUST INCLUDE THE FOLLOWING!!

- Borrower's Summary Page
 - home number and work(s) (if applicable)
 - loan program
 - Loan Type - Conventional or FHA
 - Occupancy Type
 - Always "First Mtg" position, as we don't do 2nd mortgages or HELOCs
 - Purpose of Loan
 - appraised value (match sub form)
 - loan amount completed (match sub form)
 - If purchase, sales price should be input and appropriate down payment listed
 - Must have an interest rate and appropriate term/due periods (180-15yr, 240-20yr, 360—for standard 30-yr loans)
 - Subject property should match present address unless it's a purchase, 2nd home or Investment property

- Page 1 (start at section II) – borrower detailed information
 - ARMS- Include specific type (i.e. 3/1 LIBOR ARM Interest Only, or 5/1 LIBOR ARM, etc.)
 - Fill in number of units (1 for Condo/SFR/Town home, 2-4 for multi-units)
 - In the "IF REFINANCE LOAN" section, existing lien amount should match total mortgage balance(s) from p.3 liabilities and purpose of loan matches borrower's summary page.
 - Year acquired
 - original cost – What they bought it for
 - Make sure the borrower(s) names are in the "Title" section (just click in both fields to auto-populate the names from the Borrower Summary page
 - Manner is always "To Be Determined In Escrow", and always Fee Simple.
 - Source of Down Pmt. Is "Equity from Subject Property" unless purchase.
 - Must have date of birth
 - years in school completed (12-16yrs, depends on job)
 - Home phone number must be listed
 - marital status selected
 - If children, include ages... otherwise put "0" for children
 - Own/Rent must have 2 years or prior residence information is required
 - Can take # of years from year acquired ("If refinance" section)
 - Unless PO Box is known, use present address for mailing address

- Page 2 – employment/income information
 - Employer information must be completed with all information
 - Must have 2 years worth of employment listed, and local office listed (do not use the address on W2s unless the borrower works in that office)
 - Check all jobs are listed – even if we're not using the income to qualify, all jobs in 2008, 2009 and 2010 must be disclosed
 - Make sure monthly hazard insurance and taxes are filled in for both present and proposed housing expenses (matching for O/O, otherwise primary goes under

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present housing expense and subject property info for proposed) – on purchases, you will want to list the rent they pay, or list \$0 if they live with parents.

- Present first/second mortgage info should be pulled from mortgage(s) on p.3, liabilities section
- Delete any number under Present housing expense for “Other” (not “other fin”)

○ Page 3 – assets and liabilities information

- Make sure assets are included (assets section or “Vested Interest in Ret. Funds”)
 - If no assets are needed, no assets need to be listed (FHA only, as conventional usually requires 2 months reserves)
 - Retirement assets should be listed at 60% of the value on the statement
- Check liabilities to be paid off
- For mortgages being paid off, please increase the balance by 1 month’s payment to pad for the payoff amount
- Schedule of REO to be complete (primary residence in 1st position)
 - Mtg. payment and T&I should match page 2 present housing expenses
 - If rental property, type “R” next to property type
 - Make sure occupancy rate is 75%
 - Make sure a Gross Rent is listed (2 year average of schedule E)
 - If new rental, must have 30% equity to use lease amount
 - Complete property type (SFR, Condo, PUD- for town home, or multi-unit)
 - For multi-unit, type the number of units in the Remarks section
 - If vacant land, select LAND and type in comments “no building”
 - Once complete, click the “Match to Liability” button just above the REO section and match any mortgages to the property they belong to

○ Page 4 – declarations information

- For the declarations, all should be N for no except item J, L & M (“Y” for those).
 - M might be No for first-time homebuyers. If so, leave M-1 and M-2 blank.
- Item M-1 should be PR for primary residence (if O/O), and SH for second home or IP for investment property (if N/O/O)
- Item M-2 should be S for title held as single, SP for title held w/spouse, or O for held title another way (in trust or with multiple people).
- For section X, it must either disclose the race/ethnicity or check the “I do not wish to...” box. FHA loans require this be disclosed every time.
 - Male/Female must always be properly represented.
- App is taken: typically by Internet, Telephone or Face-to-Face
- Interviewer’s Name is taken from the Loan Officer box on Bwr. Summary Page.
 - Just select your name from the drop-down list
 - Plug in your phone number