

COORDINATOR CHECKLIST

BORROWER _____ LOAN # _____ LOAN OFFICER _____ STATE _____
DOCS TO TITLE/TIME: _____ PURPOSE: PURCHASE _____ REFINANCE _____ OTHER _____
CLOSING DATE: _____ LOAN TYPE: CONV _____ FHA _____ VA _____ SUBPRIME _____
FUNDING DATE: _____ LOAN TYPE: OWNER _____ 2ND _____ INVESTMENT _____
YES NO POA-REVIEWED AND APPROVED? YES NO SHORT PAY
YES NO BUYDOWN _____ LOCK REFLECTS? YES NO IS THERE A NON-PURCHASING SPOUSE
YES NO ESCROWS WAIVED? LOCK REFLECTS? IF YES NAME _____
YES NO CHECK FRAUD GUARD YES NO BROKER LICENSES EXPIRED?

DOCUMENT REVIEW & STACKING ORDER LEFT SIDE

GMG FEE SHEET

YES NO COMPARE TO GOOD FAITH ESTIMATE DOES IT MATCH?
YES NO DID WE UNDER DISCLOSE (IF SO MUST GET NEW GFE)

____ TITLE COMPANY FEE SHEET

____ INVOICES

____ PAY OFF

MI CERTIFICATE

YES NO DOES COVERAGE MEET U/W REQUIREMENT?
YES NO DOES THE LOAN AMT MATCH FINAL APPROVAL?
YES NO DOES PROPERTY ADDRESS MATCH DATATRAC AND 1003?

HOMEOWNERS INSURANCE

YES NO DOES THE LOAN HAVE SUFFICIENT COVERAGE-DOES IT COVER THE
(1) TOTAL LOAN AMT, OR (2) REPLACEMENT GUARANTEE REFLECTS ON ACTUAL POLICY
OR COVERS (3) COST TO BUILD NEW ON APPRAISAL?

\$ _____ THE ANNUAL PREMIUM AMT?

YES NO IS THE DEDUCTIBLE GREATER THAN 1% OR \$1000?
YES NO IS THE INCEPTION DATE ON OR PRIOR TO THE CLOSING DATE?
YES NO IS THE CORRECT MORTGAGEE AND ADDRESS REFLECTED?
YES NO REFINANCE-DOES 60 DAYS REMAIN FROM FUNDING BEFORE EXPIRATION?
YES NO DOES THE PROPERTY ADDRESS MATCH THE REST OF THE FILE
YES NO CONDO'S ONLY- IS THERE A CERTIFICATE OF INSURANCE WITH MASTER POLICY? DOES THE
CONDO POLICY REFLECT THE CORRECT NAME, ADDRESS AND MORTGAGEE?

TAX CERTIFICATE

YES NO WAS IT REC'D OR ADDRESSED IN SCHEDULE B
YES NO ARE WE COLLECTING ON IMPROVED TAXES?

FLOOD CERTIFICATE

YES NO IF IN FLOOD ZONE, INSURANCE IS OBTAINED?
YES NO IS THE CORRECT PROPERTY ADDRESS REFLECTED?
YES NO IS THE COVERAGE AMT ACCEPTABLE?
YES NO IS THE MORTGAGEE CORRECT

MISCELLANEOUS DOCUMENTS (CONTACT SHEET, PREQUAL FORM, SUBMISSION SHEET, ECT.)

LOCK CONFIRMATION-GMOS LOCK

YES NO VALIDATED?
YES NO RATE & LOAN AMT MATCH 1003, APPROVAL, & GMOS
YES NO DOES OCCUPANCY TYPE & PROPERTY ADDRESS MATCH U/W FINDINGS, 1003, & GMOS
YES NO/NA PREMIUM VERIFIED AGAINST FEE SHEET? (WHOLESALE)
YES NO LOCK EXPIRATION VERIFIED AGAINST FUNDING DATE?
YES NO PROGRAM CODE ON THE LOCK MATCHES THE FINAL U/W APPROVAL
YES NO PURCHASE PRICE MATCH 1003, APPROVAL & GMOS
YES NO APPRAISED VALUE MATCH APPRAISAL, APPROVAL, & GMOS
YES NO COUNTY MATCH APPRAISAL AND TITLE

LOCK CONFIRMATION-INVESTOR LOCK

YES NO LOCK EXPIRATION VERIFIED AGAINST FUNDING DATE?

DOCUMENT REVIEW RIGHT SIDE

____ GATEWAY INSURED CLOSING LETTER

____ AMERICAN SOUTHWEST INSURED CLOSING LETTER

____ VERBAL VOB'S COMPLETED (PULLED?)

LOAN APPLICATION

YES NO IF BROKER LOAN IS THE BROKER INFO ON PAGE 3

WIRING INSTRUCTIONS

SURVEY

YES NO RECEIVED?

YES NO IS THE SURVEY REQUIRED

YES NO DOES THE STREET ADDRESS MATCH 1003 & APPRAISAL?

TITLE COMMITMENT

YES NO HAVE ALL SCHEDULES BEEN PROVIDED?
YES NO ARE THE CORRECT BORROWERS REFLECTED?
YES NO DOES THE LEGAL AGREE W/SURVEY & APPRAISAL?
YES NO NOT ISSUED MORE THAN 90 DAYS AGO?
YES NO IS THERE A 6TH MONTH CHAIN OF TITLE?
YES NO DOES THE LOAN AMOUNT MATCH
YES NO TITLE COMPANY FEE SHEET

APPRAISAL

YES NO DOES THE APPRAISED VALUE MATCH THE APPROVAL & GMOS
YES NO DOES THE ADDRESS MATCH THE APPROVAL & GMOS
YES NO DOES THE ADDRESS MATCH THE 1003 & GMOS
YES NO IS IT A PUD DOES IT MATCH THE APPROVAL & GMOS
YES NO IS IT A CONDO DOES IT MATCH THE APPROVAL & GMOS

TX CASH OUT

YES NO HAS THE REQUEST FOR TITLE CO. FEES BEEN PROVIDED?
YES NO VERIFIED 3% MAX IN FEES? (_____ / _____)

MAX ACTUAL

U/W COORDINATOR _____

NOTES TO CLOSER

- 1. _____
- 2. _____
- 3. _____