



New File Checklist

The following documents/processes must be done prior to sending your files to Coordinating.

1. ____ File must be in registered in GMOS
2. ____ Documents must be uploaded in ImageFlow
2. ____ USPS must be completed on the property address, printed and placed in the file. (www.usps.com)
3. ____ The 1003 must be complete
 - a. Employer name, address and phone and verification if applicable
 - b. Must have two years of employment completed
 - c. Assets section must be completed and have depository name, address and account numbers
4. ____ Searchbug must be run on all employers for all borrowers (www.searchbug.com)
5. ____ A new file must contain all disclosures signed and dated.
No exceptions!
6. ____ DU must be ran in GMOS before file is submitted
7. ____ Credit Report, GSA/LDP MUST be in the file

You must include this checklist with each file. If any of the items are missing you will be emailed by coordinating that your file will not be submitted to underwriting until the items are sent.