

VA CHECKLIST

Date _____ Case # _____ Type P R/T C/O
Borrower _____ Loan # _____
Address _____ USPS _____
Social Security Number(s) B _____ CB _____
Rate Lock @ _____ % _____ months Expires _____

1003/1008

- Completed Initial Loan Application (1003) Dated _____
- Completed Initial Addendums to 1003 (92900-A) pages 1 & 2 Dated _____

4506-T

- 4506-T

ALL DISCLOSURES

- Mortgage Servicing Transfer (to Reflect 2005, 2006, 2007 100%)
- Borrower Signature Authorization
- ECOA Disclosure
- Right to Receive Appraisal
- Fact Act Disclosure
- Truth In Lending Disclosure
- Good Faith Estimate CC=\$ _____ PP=\$ _____
- RESPA Disc
- VA Disc
- Privacy Act/Patriot Act
- MLO Agreement (if applicable)
- Virginia Customer Agreement
- Kansas Customer Acknowledgement
- Disclosures for Michigan
 - Borrower's Bill of Rights
 - List of Agencies
 - Consumer Caution & Home Ownership Counseling Notice
- Arkansas Disclosure Certification

APPRAISAL

- Appraisal: URAR with Original Pictures and Addendums Appraised Value \$ _____
- Subject Property Address Matches USPS
- Compliance with Appraisal Conditions --Per Notice of Value Issued by Underwriter
- Pest Inspection

Notes/Comments: _____

ASSETS

- Verification of Deposit Amount \$ _____ Date Expires _____
- Bank Statements Amount \$ _____ Date Expires _____
- Retirement Statments Amount \$ _____ Date Expires _____

Notes: _____

BROKER MISC

- Submission Sheet Contact Name: _____ Phone: _____
E-mail: _____ Fax: _____

BUILDER DOCS

- Soil Treatment Guarantee
- Not Insepcted Acknowledgment
- 10-Year Warranty
- Lead/Water Distribution System (Solders and Flux)
- Energy Efficient Construction (CABO Cert)
- **Other Conditions/Requirements

CAIVRS/CASE#

- Loan Analysis VA 6393
- Case Number Assignment (responsible for follow up with Assigned Appraiser Form VA-26-1805)
- CAIVRS

Notes/Comments: _____

COURT DOCS

- Bankruptcy Papers Including Discharge Discharge Date _____
- Divorce Decree
- Court Order Child Support/Alimony Received for 12 Months 3 Years Continuance

Notes/Comments: _____

CREDIT/ALT TRADELINES

- Credit Report -Dated _____ (90-Day Exp) Borrowers FICO _____ Co-Borrowers FICO _____
- Alt Tradelines
- Verification of Mortgage/Rental (12 Month History)
- Non-Title Spouse, required to Include Debt(s) in the debt ratio; separate infile report required

Notes/Comments:

GIFT LETTER

- Gift Letter Amount \$ _____
- Donor's bank statement verifying available funds
- Documentation showing the transfer of funds from the donor to the borrower(s)

INCOME DOCS

- Verification of Employment
- YTD Pay Stub(s) Income \$ _____ Date Expired _____
- 2006 W-2 2007 W-2
- Verification of Employment
- YTD Pay Stub(s) Income \$ _____ Date Expired _____
- 2006 W-2 2007 W-2
- YTD Profit & Loss and Balance Sheet
- 2 Years Individual Tax Returns (all schedules, signed and dated)
- 2 Years Business Tax Returns (all schedules, signed and dated)

Notes/Comments:

LOE'S

- Letter of Explanation for Derogatory Credit Signed by Borrower(s)
- Letter of Explanation for Recent Inquiries

PAYOFF

- Pay-Off
- Original Note
- Copy of Original HUD-1

PURCHASE CONTRACT

- Purchase Agreement (original or certified copy) Purchase Price \$ _____
- VA Addendums to Purchase Contract Seller Concessions \$ _____
- Evidence of Earnest Money Held by Closing Agent \$ _____

TITLE/CLOSING

- Title Commitment-Effective Date _____ (90 day Exp) Policy Amount \$ _____
- 12 Month Chain of Title
- Tax Certificate Amount \$ _____/Month
- Wire Instructions
- CPL (Gateway) CPL (American Southwest)
- Title Fee Sheet Closing Fee Sheet
- Hazard Insurance (must cover 100% Dwelling) Amount \$ _____/month

VA DOCUMENTS

- Original Certificate of Eligibility VA-26-8320 or WebGYL
- Request for Determination of Eligibility VA-26-1880 and DD214 **OR**
Statement of Service (If Discharge Date Within 12 Months Need Signed Re-Enlist Letter)
- HUD-1 for Sale of Home (if previous property shown on COE)
- Copy of Name Affidavate for Veteran in if Name on COE does Not Agree with File
- Verification of Benefit Related Indebtedness VA-26-8937 (completed/executed by VA if Veteran is Disabled)
- Interest Rate & Discount Disclosure Signed/Dated by Borrower
- Counseling Checklist for Military Homebuyers VA-26-0592 (Active Duty Only)
- Military Deployment Certification
- Alive and Well Statements
- Valid POA (Power of Attorney)
- Nearest Living Relative (name, address, telephone number, relation)
- Child Care Letter

U/W NOTES/COMMENTS

Notes: