

## USDA LOAN - SUBMISSION CHECKLIST

### Application:

- 1008 – Underwriting Transmittal Summary
- 1003 – Initial Loan application signed by borrower and loan officer
- Final Application (1003) signed by borrower and loan officer
- AUS Findings – released to FIMC
- Cover letter to underwriting
- Rate Lock Confirmation

### Initial disclosures (dated within three days of 1003):

- GFE (Intent to Proceed/Changed Circumstances)
- Itemized List of Fees
- TIL – Must be fully completed
- Provider of Services Addendum
- Servicing Disclosure
- Anti-Steering Disclosure (FIMC Form required) lender paid transactions only
- Acknowledgement of Receipt of Homeownership Counseling
- Homeownership Counseling Organizations List
- Notice of Right to Copy of Appraisal (ECOA) or Application Appraisal Disclosure with options for borrower to initial
- Patriot Act Disclosure with Photo ID
- Borrower Authorization for Credit
- Appraisal Processor Certification – (required if option to receive appraisal is checked on the Notice of Right to Copy of Appraisal disclosure)
- Completed and signed 4506-T (FIMC Form required)
- Occupancy Certification Disclosure
- ECOA Disclosure
- State Disclosures as applicable
- FACT Act Disclosure
- Credit Score Disclosure H3 Form
- Mortgage Loan Origination Agreement
- Misc. Disclosures (state specific and program)
- SSA-89 SSN Verification (FIMC form required)
- USDA RD 3555-21 Request for Single Family Housing Loan Guarantee

### Income/Assets: Documentation needed for all household members

- Tri-Merged Credit Report (Also for non-purchasing spouse if property is located in a community property state)
- Supporting credit documents if applicable. (LOX for derogatory credit and inquiries)
- Employment/Income documents ( LOX for employment gaps)
- Salaried borrowers: Most recent pay stub(s) covering a minimum of thirty days earnings and W-2s
- Self Employed borrowers: Signed federal tax returns for the most recent two years
- Verbal VOE for each borrower
- Verification of funds (bank statements, VOD) Gift letter, if applicable, with evidence of donor's ability to provide and complete documentation showing the paper trail of the transfer. Source funds for any large non-payroll deposits
- Canceled earnest money check if purchase transaction
- Divorce Decree, Bankruptcy Documents, Child Support or other legal documents as applicable
- SSN Awards Letter (if applicable)
- VOM or VOR

### Property:

- Fully executed sales contract/purchase agreement with all addenda if transaction is a purchase
- Complete appraisal ordered through Fairway AMC (Frisco Lending Services)
- Title Commitment with Invoice & Settlement Fee and wire instructions
- Closing Protection Letter
- Homeowners Insurance, w/ Declaration page and paid receipt
- Inspections- Home, Pest, Well & Septic, Final (if applicable)
- Condo Questionnaire (FIMC form) with supporting documents (Decs & Bylaws, Budget, Ins) if applicable

### Refinance Specific (Non Streamline):

- Payoff statement current for the month of closing
- Tangible Net Benefit Form – completed and signed by borrowers
- Existing loan documents: Note, Mortgage, HUD 1, Copy of recorded Warranty Deed in borrower's names