

## Underwriting Submission Checklist Conventional Loans

Broker/Correspondent Information			
Company Name			
Contact Name			
e-mail address	Fax #	Contact Phone #	
Communication Preference	e-mail	phone	
Loan Information			
Borrower Name(s)		AFR Loan #	
Date Loan Locked with Borrower		HomeStyle Loan?	Yes    No
Purchase Transactions: Borrower's Contribution from Own Funds less than 5%?			Yes    No
Texas Home Equity? Completed Texas Home Equity Addendum			Yes    No
Instructions			
Use this form for Conventional loans.			
Note: This form must be fully completed. Loans with incomplete checklists will not be underwritten.			
1	Release the AUS findings to AFR, if applicable		
2	Check the documents included in the submission package in section 2 below.		
3	Complete the certification and acknowledgement in section 3 below.		
4	Upload the documents to AFR.		
Underwriting Submission Documents			
Regulatory Compliance Documents			
1	Loan Estimate (LE)		
2	List of Settlement Service Providers: Included Not included as the Borrower was not permitted to shop for service providers; all service providers were selected by Lender		
3	Intent to Proceed		
4	HOEPA Homeownership Counseling Agencies Notice, dated within 3 days of application		
5	State disclosures, as applicable		
6	Risk Based Pricing Notice		
7	Servicing Disclosure Statement, dated within 3 days of application		

Application Documents		
	All loan submission requests are now done in <a href="#">afrloancenter</a> Click “Register New Loan” in your pipeline view	
	Initial URLA (Universal Residential Loan Application): fully completed, signed and dated by the Borrower(s) and the loan originator. The Originator ID & Company ID numbers must be included. (MANDATORY)	
	Borrower Authorization, executed by all Borrowers (MANDATORY)	
	My Community Mortgage - LTV>95% - Borrower is First time home buyer	
	My Community Mortgage - LTV>95% Copy of certificate showing Borrower completed pre-purchase and home-buyer counseling.	
AUS, Employment, Income & Asset Documents		
	Complete AUS findings report with findings released to AFR. (MANDATORY)	
	Most recent 2 years tax return transcripts for each Borrower obtained from the IRS with an IRS Form 4506-C ( <a href="#">link</a> ).	
	Employment documentation as specified by the AUS Findings. (MANDATORY)	
	Income documentation as specified by the AUS Findings. (MANDATORY)	
	Asset documentation as specified by the AUS Findings. (MANDATORY)	
Credit Documents		
	Credit report for each Borrower (MANDATORY)	
	Current mortgage verification to include a 12-month history.	
	Letter of explanation for any credit inquiries within the prior 120 days	
	Letter of explanation for any address variations between the credit report and the URLA	
Purchase / Refinance Documents		
	Purchase Transactions: Purchase Contract, complete and with all addenda, signed and dated by all buyers and sellers (MANDATORY)	
	Refinance Transactions: Copy of current payoff statement(s) for mortgage(s) to be paid off	
Appraisal Documents		
	Collateral Assessment:	Complete appraisal with all attachments      To follow Property Inspection Waiver (PIW)
	Manufactured Home:	Addendum attached
Title Documents		
	Title Report, Commitment or Binder:	Included      To follow
Mortgage Insurance		
	Mortgage Insurance ( <a href="#">AFR MI Company List</a> ): AFR to order Not applicable – MI not required *If there is a MI Company preference, please include the quote in your initial submission package	