

SET-UP SUBMISSION CHECKLIST

IMPORTANT:

If any asterisk * items are missing at the time the loan is submitted to AFR’s Set Up Dept., it will cause the file to be placed “on Hold” until the items are received.

Please be advised that the following items are not the minimum requirements for a loan Approval.

APPLICATION AND DISCLOSURE	
	* Fully completed, signed URLA (Universal Residential Loan Application) (Include employment history within the last 2 years)
	* AUS Findings (Must be released and finalized to AFR)
	* Loan Estimate (LE)
	* Intent to Proceed
	* Fees Worksheet / Itemization of amount financed (Applicable to TBD submissions)
	* Borrower’s Authorization
	* Service Provider list
	eConsent Form and eDisclosure Tracking (*only if all Disclosures are electronically signed)
	* Signed Disclosure package (ECOA, Patriotic Act, Disclosure notice, Fair lending, 4506C form, Title Agent Selection)
	* MI Quote (If applicable. Refer to list of approved MI Companies)
	* FHA Case Number (For FHA Submissions only) Table Funded, Correspondent, Correspondent Delegated Lending Channels to provide FHA Case Number
	* Certificate of Eligibility (For VA Submissions only)
	* LIN Case # Assignment (For VA Submissions only)
	* USDA form RD 3555-21 (For USDA Submissions only)
CREDIT	
	* Credit Report (Dated within 75 days of Loan Submission)
	* Non-Purchase Spouse Credit Report (if applicable)
	Credit Explanation Letter (Must be signed by Borrower)
	Divorce Decree / Separation Agreement (if applicable)
	Bankruptcy papers (if applicable)
	Copy of MI Certificate (if applicable)
	Verification of Rent (VOR) / Verification of Mortgage (VOM) (if applicable)
	Mortgage Payoffs (if applicable)
INCOME	
	* Paystub(s) with YTD income. (At least 30 days for salaried borrower(s) being used to qualify.)
	* Fully Executed 4506-C (Click Here)
	Verifications of Employment (VOEs)
	Self-employment documentation (K-1s, if applicable / YTD Profit & Loss statement)
	Social Security / Retirement income documentation. (Award letters, 1099s, etc...)
	Child Support (Provide 12 months history of receipt)
	Rental Income (Lease Agreements / 1040s with income shown on Schedule E)
	Tax Returns (Previous two years, if applicable)
ASSETS	
	Bank statements / Verification of Deposits (VODs)
	Retirement / Investment account statements
	Escrow Letter / Proof Earnest Money / Gift Letters
	Proof of Donor Ability to gift funds
PROPERTY	
	* Fully Executed Purchase Agreement and Addendums (if applicable)
	* Title Invoice / Closing Disclosure (CD)
	* Appraisal quote / invoice (Click Here)
	Appraisal (Color copy)
	Appraisal Reviews and Final Inspection (if applicable)
	Engineering Certification (Manufactured Housing)
	Photos of HUD Certification (Manufactured Housing)
	Homeowners Insurance
	Condo and PUD documentation (Master policy, HO-6 policy, etc...)
	Title Commitment (Include all schedules)
	Tax Information Sheet
	Closing Protection Letter (CPL)
	Flood Certification