



Residential Mortgage Center

Broker Submission Checklist

- ___ Loan Submission Form
- ___ Signed & Dated Initial URLA
- ___ CA Notice of Separate Credit Addendum (*if applicable*)
- ___ Credit Report
- ___ Completed & Signed 4506-C (*Salable Product Only*)
- ___ 2 Most Recent Paystubs
- ___ W-2's
- ___ For Self-Employed Borrowers on Portfolio Products:
 - ___ CPA Letter
 - ___ Business Licenses
 - ___ Profit & Loss Statement
 - Most Recent Year-End Profit & Loss Statement if application date is between **January 1 – June 30**
 - YTD Profit & Loss Statement if application date is between **July 1 – December 31**
- ___ For Self-Employed Borrowers on Salable Products:
 - ___ Signed IRS Form 1040
 - ___ Corporation: W-2 & IRS Form 1120
 - ___ S-Corporation: W-2 & IRS Form 1120S with K-1
 - ___ Partnership/LLC: W-2 & IRS Form 1065 with K-1
- ___ Asset Documents: 2-Month Bank statements, VOD's, Stock/Retirement Statements, etc.
- ___ Certified Copy of Initial Deposit Receipt & Deposit Check (*Purchase Only*)
- ___ Escrow Instructions
- ___ Fully Executed Purchase Contract & All Addenda (*Purchase Only*)
- ___ Preliminary Title Report
- ___ Est. Settlement Statement or Closing Cost Worksheet from Settlement Agent
- Disclosures:**
 - ___ Acknowledgment of Receipt & Intent to Proceed
 - ___ Loan Estimate
 - ___ Settlement Service Provider List
 - ___ Borrower's Authorization
 - ___ PCB Borrower Signature Authorization Form (*Portfolio Product Only*)
 - ___ ECOA Notice
 - ___ Fair Lending Notice
 - ___ CA Fair Appraisal Notice (*Refinance Only*)
 - ___ Acknowledgment of Receipt of Homeownership Counseling Notice
 - ___ PCB Consent to Receive Communications Electronically
 - ___ Anti-Steering Loan Options Disclosure (*Salable Product Lender-Paid Broker Comp Plan Only*)