**Simple Access-Stacking Order Checklist-Asset Qualifier**

**Non-Delegated Review**

Correspondent Seller Name: Click here to enter text.

Borrower 1 Last Name: Click here to enter text.

Luxury Mortgage Corp ® Loan #: Click here to enter text.

Correspondent Contact Person: Click here to enter text.

Correspondent Contact Phone: Click here to enter text.

Correspondent Contact Email: Click here to enter text.

Subject Property Address: Click here to enter text.

Loan Type: Choose an item.

|  |  |  |  |
| --- | --- | --- | --- |
| **MANDATORY ITEMS FOR SUBMISSION/UNDERWRITING**  **If ALL applicable yellow highlighted items are not included, file CAN NOT be moved to underwriting** | | | |
| **Item** | **Yes** | **No** | **N/A** |
| Stacking Order Checklist (this checklist) |  |  |  |
| 1003 |  |  |  |
| 1008 (including ARM type info)-MUST INDICATE ASSET QUALIFIER METHOD USED |  |  |  |
| Exception Approval Form, if applicable |  |  |  |
| Credit report |  |  |  |
| Fraud Report (i.e. Drive Report, Fraudguard, etc) |  |  |  |
| Six months’ statements (all pages) for asset accounts being utilized for qualification |  |  |  |
| Purchase contract and all addenda, if applicable |  |  |  |
| Flood Certification |  |  |  |
| Initial and Revised Loan Estimates |  |  |  |
| Acknowledgment of Receipt of Initial Loan Estimate |  |  |  |
| **IF LOAN IS NOT LOCKED WITH LUXURY MORTGAGE, ONE OF THE FOLLOWING TWO IS ALSO REQUIRED:** | | | |
| Appraisal(s) |  |  |  |
| Title Report/Commitment |  |  |  |
| **REMAINING ITEMS NEEDED FOR A COMPLETE FILE SUBMISSION** | | | |
| **Underwriting** | **Yes** | **No** | **N/A** |
| Underwriter cover letter addressing file and including UW contact information |  |  |  |
| Underwriting Approval Notice and/or Clear to Close Notice |  |  |  |
| **Credit** | **Yes** | **No** | **N/A** |
| Credit supplements |  |  |  |
| Credit inquiry explanation letter |  |  |  |
| Credit explanation letters |  |  |  |
| Permanent Resident Alien Card or Visa |  |  |  |
| Evidence debt paid by another party |  |  |  |
| Significant Credit Event documentation (Foreclosure, Bankruptcy, Short Sale, etc.) |  |  |  |
| Divorce Decree/Separation Agreement/Support Order |  |  |  |
| Verification of Mortgage/Rental history |  |  |  |
| Proof of PITIA on all Real Estate owned (mortgage statements, tax bills, insurance, HOA) |  |  |  |
| **Assets** | **Yes** | **No** | **N/A** |
| Underwriter’s Asset Qualifier Worksheet |  |  |  |
| Two months’ statements (all pages) for asset accounts being utilized for funds to close only |  |  |  |
| Fully executed lease agreements for rental properties, when needed to offset debt service |  |  |  |
| Source of funds for large deposits, if applicable |  |  |  |
| Down payment verification with corresponding bank statement, if not covered above |  |  |  |
| **Property** | **Yes** | **No** | **N/A** |
| Condo Project Warranty Form, if applicable |  |  |  |
| Appraisal, if not addressed above |  |  |  |
| Second appraisal, if applicable |  |  |  |
| SSRs |  |  |  |
| Desk/Field Review |  |  |  |
| 3rd Party Appraisal Review (CDA) |  |  |  |
| Appraisal Acknowledgement Form |  |  |  |
| Final Inspection/Repair Inspection, if applicable |  |  |  |
| Hazard insurance policy with mortgagee clause (binder acceptable only if state mandated) |  |  |  |
| Notice of Flood Hazard, if applicable |  |  |  |
| Flood insurance application and paid receipt for one year, if applicable |  |  |  |
| **Disclosures** | **Yes** | **No** | **N/A** |
| Intent to Proceed |  |  |  |
| Settlement Services List of Providers |  |  |  |
| Borrower’s Certification and Authorization |  |  |  |
| Affiliated Business Arrangement Disclosure |  |  |  |
| Appraisal Report Delivery Disclosure |  |  |  |
| Required Federal Disclosures |  |  |  |
| Required State Disclosures |  |  |  |
| **Title/Legal** | **Yes** | **No** | **N/A** |
| Title Report/Commitment, if not addressed above |  |  |  |
| Trust Agreement or Trust Certification, if applicable |  |  |  |
| LLC/Entity Documentation and approval, if applicable |  |  |  |
| **Miscellaneous (Complete as Necessary)** | **Yes** | **No** | **N/A** |
| Other (please specify): Click here to enter text. |  |  |  |
| Other (please specify): Click here to enter text. |  |  |  |
| Other (please specify): Click here to enter text. |  |  |  |
| Other (please specify): Click here to enter text. |  |  |  |