

Full Documentation Submission Checklist

Borrower Name: _____

Subject Property Address: _____

Broker Company Name: _____

Broker Loan Officer Name: _____

Registration Instructions – *Disclosure and Loan Estimate.*

- Loans must be registered using the secure Broker Portal on our [website](#).
- Luxury Mortgage Corp (“LMC”) will issue the initial and all subsequent Loan Estimates. Brokers should not issue a Loan Estimate to the borrower(s) at application. Upon receipt of the complete submission package, LMC will generate the Loan Estimate and initial lender disclosures.
- Registration must occur within 24 hours of the application date listed on the 1003. If the application is dated more than 24 hours prior to registration or the documentation is incomplete, the loan will not be accepted.
- If there are bona fide third-party fees on a Lender Paid transaction or additional Broker Fees on a Borrower Paid transaction, then an Itemization of broker Fees MUST be included with the registration package. If no Itemization of broker Fees is included and the initial LE is generated and sent, these fees will not be allowed at a later date.
- Yellow highlighted** items must be included in the registration package in order for a submission to be accepted.

Part One-Required at Submission			
Registration Documents	Yes	No	N/A
Loan Action Form completed within the Broker Portal . (See Loan Action Form Guide) If the response is “yes” to the Affiliate question on Loan Action Form, Affiliate Business Disclosure is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial 1003/Application – Fully completed and signed/dated by LO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Contract (if applicable) signed by all parties with ALL attachments and addendums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part Two-Mandatory Income Documents-Provide at Submission			
Simple Access Full Doc	Yes	No	N/A
30 days of paystubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last two year’s W-2s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WVOE- If OT or bonus is being used for qualifying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any K-1’s listed on 1040s (unless unnecessary per Underwriting Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any business returns for entities with ownership interest greater than or equal to 25% (unless unnecessary per Underwriting Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last one or two year's 1040s (N/A if utilizing W-2 income only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year end and/or year to date Profit and Loss Statement and Balance Sheet for any entity with 25% or greater ownership interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If utilizing Asset Distribution, confirmation of the amount and frequency of the distribution from the institution which holds funds or financial advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awards letters, 1099s, divorce decree/separation agreements, and other documentation as necessary to establish income to be relied upon for qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part Three-Additional Applicable Documentation Required-Send at Processing			
Broker Disclosures	Yes	No	N/A
Anti-Steering Disclosure- Signed within 3 days of application date – Lender Paid Transactions Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage broker fee agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income	Yes	No	N/A
Narrative on Applicant's line of Work and COVID Impact (if self-employed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Most recent Two Months' Business Bank Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assets	Yes	No	N/A
Most recent two months' asset statements for funds to be utilized for funds to close and post-closing reserves required by guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source any large deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPA Letter if using business funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gift letter & Gift Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit	Yes	No	N/A
Borrowers Authorization- Provide signed borrower authorization that is dated on or before credit report order date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of a current photo ID for all borrowers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Green card and/or visa (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Most recent 12 consecutive cancelled rent checks (front and back) and copy of lease OR verification of rent from a professional management company. (If the borrower is renting their current primary residence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the most recent mortgage statement, property tax bill, homeowner's insurance, and/or homeowner's association dues statement for all properties owned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of explanation for all credit inquiries and any other addresses reporting on the credit report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of explanation and back-up documentation where applicable for any derogatory credit appearing on credit report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of broker's Tri-merged credit report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other documentation required to determine liabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property	Yes	No	N/A
Appraisal Report(s)- See Underwriting Guidelines for instances where two appraisals required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeowner's insurance quote (purchase) or declaration page (refi) for subject property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary title report and Escrow Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the property is a condo: questionnaire , budget, master insurance certificate , and/or other documentation required by Underwriting Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part Four-Entity Vesting Requirements-Send When Available-If Applicable			
	Yes	No	N/A
Articles of Organization/Incorporation or Equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Agreement/By-Laws or Equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation on Applicant's Ownership of Entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unanimous Consent & Resolution to Borrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS-4 Form listing federal tax ID Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Good Standing from the applicable Secretary of State's office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>