

Full Documentation Submission Checklist

Borrower Name:	
Subject Property Address:	
Broker Company Name:	
Broker Loan Officer Name:	

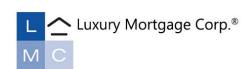
Registration Instructions - Disclosure and Loan Estimate.

- 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 <u>should not</u> 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 <u>Broker Portal</u> . (See <u>Loan Action Form Guide</u>) If the response is "yes" to the Affiliate question on Loan Action Form, Affiliate Business Disclosure is required.				
Initial 1003/Application – Fully completed and signed/dated by LO				
Purchase Contract (if applicable) signed by all parties with ALL attachments and addendums				
Part Two-Mandatory Income Documents-Provide at Submission				
Simple Access Full Doc	Yes	No	N/A	
30 days of paystubs				
Last two year's W-2s				
WVOE- If OT or bonus is being used for qualifying				
Any K-1's listed on 1040s (unless unnecessary per <u>Underwriting Guidelines</u>)				



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



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