

Bank Statement Submission Checklist

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

Registration Instructions - Disclosure and Loan Estimate.

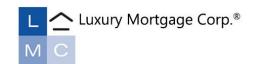
- Loans must be registered using the secure Broker Portal on our website
- Luxury Mortgage Corp will issue the initial and all subsequent Loan Estimates. Brokers <u>should not</u> issue a loan estimate to the borrower(s) at application. Upon receipt of complete submission package, Luxury Mortgage Corp (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 Fees MUST be included with the Registration package. If no Itemization of 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		No	N/A	
Loan Action Form (LMC Form 200 located at www.luxurymortgagewholesale.com)				
Initial 1003/Application – Fully completed and signed/dated by LO				
Broker Fee /Anti-Steering Disclosure - (LMC Form 202)				
CA Mortgage Brokerage Agreement, for CA loans only				
Purchase Contract (if applicable) signed by all parties with ALL attachments and addendums				
Consent for Credit/Borrower Authorization (If applicable -required only if credit is not re-issued in TPOC)				
Affiliate Business Disclosure (If applicable -required if response is "Yes" to Affiliate question on LMC Form 209)				
Processing Premier Submission Addendum (If applicable -required if selecting LMC Processing Premier Service)				



Part Two-Mandatory Income Documents-Provide at Submission			
Simple Access Bank Statement		No	N/A
Most recent 12 or 24 months of either personal or business account statements for accounts to be utilized for qualifying.			
If utilizing personal accounts to qualify (not co-mingled), three months business statements			
Bank Statement income worksheet			
Documentation Supporting Expense Ratio (CPA Letter or CPA P&L) if utilized			
Part Three-Additional Applicable Documentation Required-Send at Processing			
Income	Yes	No	N/A
CPA letter confirming business name, ownership percentage, and length of self-employment			
Documentation as required by Full Documentation product for any supplemental income from either the borrower or any co-borrowers on the file. A borrower's spouse does not need to provide tax returns assuming their income may be validated by other sources.			
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			
Gift letter & Gift Documentation			
Credit			•
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Copy of a current photo ID for all borrowers			
Copy of a current photo ID for all borrowers Green card and/or visa (if applicable)			
Green card and/or visa (if applicable) Most recent 12 consecutive cancelled rent checks (front and back) and copy of lease OR verification of rent from professional management company. (If the borrower is renting their			



Letter of explanation and back-up documentation where applicable for any derogatory credit appearing on credit report		
Copy of broker's credit report		
Divorce decree/Separation agreement (if applicable)		
Any other documentation required to determine liabilities		
Property		
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 property is a condo/coop: questionnaire, budget, master insurance certificate and/or other documentation required by Underwriting Guidelines		
Part Four-LLC Vesting Requirements-Send When Available-If Applicable		
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		
Attorney Opinion Letter, addressing that the LLC meets guideline requirements		