

CORRESPONDENT LOAN SUBMISSION CHECKLIST

Borrower: _____ **AE:** _____
On Q Loan #: _____ **ULI #:** _____

Contact for Purchase Advice:	Contact for Suspended, Prior to Purchase Conditions and Missing Items
Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____

Notes:

Items Required for Purchase (Items in bold required for initial submission)	
Initial 1003 (executed by all parties)	Tax Information Sheet
Final 1003 (executed by all parties)	CPL
All Disclosed LE's	Rate Lock Confirmation
Appraisal	Income and Assets per AUS
AUS (If applicable)	Final VVOE
Credit Report	4506-t
Initial CD with proof of delivery (executed by all parties)	W-9 for each borrower
Final CD (executed by all parties)	Purchase Contract (if applicable)
Compliance Report	Assignment of Mortgage (to On Q #1004185) with sub-servicer rights to Dovenmuehle Mortgage (#1001484)
Flood Certificate (life of the loan)	Subordination Agreement (if applicable)
Mortgage Note	Payoff (if applicable)
Modification Agreement (If applicable)	POA (if applicable)
Security Instrument	Revocable Trust (if applicable)
Title Report with Chain of Title	Right to Cancel (if applicable)
Fraud Management tool including AVM	Initial Escrow Account Disclosure (IEAD)
Hazard Insurance Policy	Flood Insurance
First Payment Letter	

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FHA	USDA	VA	Conventional
FHA 92900-A FHA 92900 LT FHA 92800.5b Case #	RD 3555-18 Condition Commitment	VA 26-6393 Loan Analysis VA Interest Rate Reduction Refinance VA Notice of Value Case # VA 26-1820 VA 26-1802a	SSR's MI

Disclosures

- Appraisal Acknowledgment
- Homeownership Counseling List
- Servicing Transfer Letter
- SSPL
- Homeloan Tool Kit
- Intent to Proceed
- Charm booklet and Arm Disclosure (ARM loans)
- Your Right to Privacy
- If documents electronically delivered, confirmation of eConsent
- USA Patriot Act Customer Identification Verification Form
- Homebuyers Counseling Cert (Freddie and FNMA)
- Flood Notification to borrower within 10 calendar days prior to closing (If applicable)

Trailing Docs (not to exceed 180 days from purchase date)

- Original recorded mortgage and any applicable riders or addendums.
- Original recorded assignment of mortgage as required and all original recorded intervening assignments, if any.
- Original final title insurance policy and any required waivers, attorney's opinion, and/or applicable endorsements.
- Certified copy of the recorded power of attorney, if applicable.

Government Insuring Delivery

Upon receipt of insuring documents the correspondent is required to email the insuring document to Corr-Insuring@OnQFinancial.com