

Income/Assets:

LOX- Letter of Explanation

- Tri-Merged Credit Report (also for non-purchasing spouse if property is located in a community property state)
- Supporting Credit Documents, as applicable (LOX's, bankruptcy docs, etc.)
- Employment/Income documents (LOX for employment gaps)
- Salaried borrowers: Most recent pay stub(s) covering a minimum of thirty days earnings and W-2s as required by findings

- Self Employed Borrowers: Signed Federal Tax Returns for the most recent two years
- Verification of Funds, as required (bank statements, VOD Per AUS)
- Gift Letter, if applicable, with evidence of donor's ability to provide and complete documentation showing the paper trail of the transfer
- Document the source of funds for any large non-payroll deposits or/ per AUS
- Canceled Earnest Money check (Purchase)
- Divorce Decree, Bankruptcy Documents, Child Support or other legal documents, as applicable
- SSN Awards Letter, as applicable
- VOM or VOR (verification of rent or verification of mortgage)

Property:

- Fully executed Sales Contract/Purchase Agreement with all addenda (Purchase)
- Complete Appraisal ordered through AMC, as applicable, with SSR Invoice
- Homeowners Insurance with Lender as mortgagee – if expiring within 60 days, provide updated policy
- Title Commitment with Invoice and Settlement Fee and Wire Instructions (wire instructions must match CPL address)
- Closing Protection Letter - 30 days from closing
- Inspections: Home, Pest, Well and Septic, Final, as applicable
- Condo Questionnaire with supporting documents (Decs & Bylaws, Budget, Ins), as applicable

Refinance Specific:

- Payoff statement current for the month of closing - good for 30 days or per diem noted
- Existing loan documents: Note, Mortgage, HUD 1, and copy of recorded Warranty Deed in Borrowers' names

Special Instructions:

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|------------------------------|-----------------------------|------------------------------|---|
| Appraisal Waiver | No <input type="checkbox"/> | Yes <input type="checkbox"/> | |
| Escrow Waiver | No <input type="checkbox"/> | Yes <input type="checkbox"/> | |
| First Time Home Buyer Course | No <input type="checkbox"/> | Yes <input type="checkbox"/> | |
| POA | No <input type="checkbox"/> | Yes <input type="checkbox"/> | |
| REO Property | No <input type="checkbox"/> | Yes <input type="checkbox"/> | *REO SELLER: <input type="checkbox"/> FNMA <input type="checkbox"/> FHLMC <input type="checkbox"/> HUD <input type="checkbox"/> OTHER |
| NOTES: | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Refinance |