

LOAN SUBMISSION FORM**CLIENT CONTACT INFORMATION**

Company Name: _____

Loan Officer: _____ Email: _____ Phone: _____

Processor 1: _____ Email: _____ Phone: _____

Processor 2: _____ Email: _____ Phone: _____

LOAN INFORMATION

Loan Number: _____ Borrower: _____ Est. Closing: _____

Subject Property: _____ City, State & Zip code: _____

REQUIRED ITEMS CHECKLIST*Bolded items required for initial submission*

- Loan Submission Form
- Initial Disclosure Package (must include LO signed/dated URLA with demographic addendum)
- 1008

Credit:

- Credit Report**
- VOM for mortgages not on credit
- Document all REO properties with recent Mortgage Statements, taxes, HOA dues, &/or if owned free & clear
- Documentation for any omitted liabilities
- Payoffs (as applicable)

Income:

- Most recent paystub(s), covering 30-day period**
- Most recent 2 years W-2's and/or 1099's**
- Most recent 2 years Federal Tax Returns with all schedules (Self Employed)**
- Most recent 2 years Federal Corporate and/or Partnership Returns (Self Employed, if applicable)**
- If more than 6-months into fiscal year, P&L (Self Employed)**
- IRS Transcripts (only required when tax returns are required)
- Written Verification of Employment

Assets:

- 2 most recent bank statements or most recent quarterly statement**
- Gift Letter & verification of donor's ability to donate (as applicable)

Subject Property:

- Purchase Contract & addendums (as applicable)**
- EMD Receipt (as applicable)**
- Flood Cert
- Full Color Appraisal & 1004D/442/92300 with UCDP SSRs (as applicable)
- Hazard Insurance

Preliminary Title Work:

- Prelim Title Commitment
- Deed or Chain of Title (recommended for refi's)
- CPL
- Plat Map/Survey
- Tax Cert
- E&O
- Prelim CD

Please contact easyupport@prmortgageinvestment.com or 602-715-1711 with any questions.