

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 easupport@prmortgageinvestment.com or 602-715-1711 with any questions.