

LOAN SUBMISSION FORM**CLIENT CONTACT INFORMATION**

Company Name: _____

Loan Officer: _____ Email: _____ Phone: _____

Processor: _____ Email: _____ Phone: _____

LOAN INFORMATION

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

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

Line Amount: _____ Initial Draw: _____

REQUIRED ITEMS CHECKLIST*Bolded items required for initial submission*☐ **Loan Submission Form**☐ **Initial Disclosure Package (must include LO signed/dated URLA with demographic addendum)**☐ **LO Attestation**☐ **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 (when tax returns used)☐ 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☐ Hazard Insurance☐ Full Color Appraisal & 1004D/442/92300 with UCDP SSRs (as applicable)

Preliminary Title Work:

☐ Prelim Title Commitment☐ Deed or Chain of Title (recommended for refi's)☐ CPL☐ Plat Map/Survey☐ Tax Cert☐ E&O☐ Prelim CDPlease contact esusupport@prmortgageinvestment.com or 602-715-1711 with any questions.