



## Loan Checklist

Loan Officer Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Buyer(s): \_\_\_\_\_

<i>N/A</i>	<i>In File</i>	<i>Form</i>	
<input type="checkbox"/>	<input type="checkbox"/>	0	Excel Loan Checklist ( <i>this form</i> )
<input type="checkbox"/>	<input type="checkbox"/>	1	Excel Loan Commission Summary Form ( <i>on website</i> )
<input type="checkbox"/>	<input type="checkbox"/>	2	Initial 1003 Loan Application
<input type="checkbox"/>	<input type="checkbox"/>	3	Borrowers & Co-Borrower's Signature Authorization
<input type="checkbox"/>	<input type="checkbox"/>	4	Loan Estimate (LE)- <i>if correspondent</i>
<input type="checkbox"/>	<input type="checkbox"/>	5	Closing Disclosures (CD)- <i>if correspondent</i>
<input type="checkbox"/>	<input type="checkbox"/>	6	CHARM Special Information Booklet coveragepage with signature acknowledgement- <i>for purchase loans (on website)</i>
<input type="checkbox"/>	<input type="checkbox"/>	7	Credit Card Authorization
<input type="checkbox"/>	<input type="checkbox"/>	8	Final Complete 1003 Loan Application
<input type="checkbox"/>	<input type="checkbox"/>	9	1008 Underwriting and Transmittal Summary Interactive (or FHA HUD 92900LT)
<input type="checkbox"/>	<input type="checkbox"/>	10	Income Documentation
<input type="checkbox"/>	<input type="checkbox"/>	11	Intent To Proceed
<input type="checkbox"/>	<input type="checkbox"/>	12	DU DO
<input type="checkbox"/>	<input type="checkbox"/>	13	Credit Report
<input type="checkbox"/>	<input type="checkbox"/>	14	Appraisal Report
<input type="checkbox"/>	<input type="checkbox"/>	15	Preliminary Title Report
<input type="checkbox"/>	<input type="checkbox"/>	16	Purchase Contract
<input type="checkbox"/>	<input type="checkbox"/>	17	Asset Documentation
<input type="checkbox"/>	<input type="checkbox"/>	18	4506T
<input type="checkbox"/>	<input type="checkbox"/>	19	Initial Fees Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	20	Patriot Act- Borrower and Co-Borrower Identification
<input type="checkbox"/>	<input type="checkbox"/>	21	Final Closing Statement From Escrow
			<b><u>Disclosures</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	22	Credit Report Invoice
<input type="checkbox"/>	<input type="checkbox"/>	23	Verification of Employment ( <i>unless lender does not require</i> )
<input type="checkbox"/>	<input type="checkbox"/>	24	Letter of Explanation
<input type="checkbox"/>	<input type="checkbox"/>	25	Mortgage Loan Disclosure Page 1&2&3
<input type="checkbox"/>	<input type="checkbox"/>	26	Disclosure Notices
<input type="checkbox"/>	<input type="checkbox"/>	27	Equal Opportunity Act Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	28	Credit Score Information Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	29	Privacy Policy Disclosure Page 1&2
<input type="checkbox"/>	<input type="checkbox"/>	30	CA Fair Lending Notice Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	31	CA Real Estate Agency Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	32	Right To Receive Appraisal
<input type="checkbox"/>	<input type="checkbox"/>	33	Servicing Disclosure Statement
<input type="checkbox"/>	<input type="checkbox"/>	34	Excel Early Payoff Disclosure ( <i>on website</i> )
<input type="checkbox"/>	<input type="checkbox"/>	35	Written Service Provider List
<input type="checkbox"/>	<input type="checkbox"/>	36	LPMI Disclosure- <i>if applicable</i>
<input type="checkbox"/>	<input type="checkbox"/>	37	Other Disclosures