

Required Documentation for all VA IRRRLs

Company _____ Broker/Correspondent ID _____

Loan Officer _____ Loan Officer Phone # _____

Loan Officer Email _____

Borrower _____ Email _____

Co-Borrower _____ Email _____

Required Documentation for all VA IRRRL Refinance loan

- Loan Submission Form
- VA IRRRL Lin Case Assignment pulled from VA Portal and assigned to Mortgage Solutions
- Social Security Verification (wet signed SSA-89)
- Copy of the current Mortgage/Security Deed/Dot of Trust with all applicable riders
- Copy of the current Note
 - The new closing date/Note date must be 210 days from the 1st payment date
- Copy of the current mortgage statement
- Current mortgage rating/credit report with for the mortgage only
 - Must reflect 6 months of on-time payments
- Pay off statement showing the account is due for the month of funding
- Title package
 - Commitment with a 6 month chain of title
 - Closing Protection Letter
 - Wire Instructions
 - Tax Cert
 - Title Fees / Closing Disclosure Fee Estimate
 - Subordination agreement for all junior liens or UCC Filings
- Homeowners Insurance
 - Include the renewal policy if current is expiring within 60 days of the Note date
- Anti-Steering showing disclosed to the borrower within 3 days of the MSF application
- Mortgage Broker Fee Agreement for applicable states showing it was disclosed to the borrower within 3 days of the MSF application date
- Completed Mortgage Solutions Disclosures
 - Once signed via Doc Magic or returned to MSF via USPS Mail; we will make them available in stored docs under 00 – Wholesale LE disclosures.
 - If your borrower is not using Doc Magic or wet signed them, you will be required to provide us with signed MSF disclosures.
- Loan must be locked and valid through the funding date
- For non-occupying borrowers – Letter of Explanation from the borrower confirming the home was previously owner occupied
- Completed letter of explanation for any additional properties reported on credit

Mortgage Solutions Loss Payee for title and insurance

Mortgage Solutions of Colorado ISAOA
5455 N. Union Blvd
Colorado Springs, CO 80918

Important Notes:

- ✓ **All requirements must be uploaded to the loan file via the Byte Portal. IRRRL loans will not have a condition to attach to, please make sure the documentation is split and labeled for expedited processing.**
- ✓ **Do not email conditions**
- ✓ **Loan status can be viewed 24 hours a day 7 days a week by logging into :
<https://msfbyteweb.msfhome.com/ByteWebPortalSite/>**
- ✓ **Our current turn times are posted via the Mortgage Solutions website:
<https://mortgagesolutions.net/wholesale/turn-times/>**
- ✓ **Your partner resources are located online, including a document library, by clicking here:
<https://mortgagesolutions.net/wholesale/existing-partner/broker-resources/>**

Comments: