



Correspondent Loan Submission Requirements

PRMG requires all loan(s) and the required documentation below to be submitted through the FT360 TPO Portal. All required documents, listed below, must be provided to constitute a complete file. If an incomplete file is delivered, the missing documents will need to be provided before the loan moves forward into the review process.

- [] **Correspondent Loan Submission Form**, TRID Version, completed and signed
- [] **DU or LP AUS Cert** (*Approval required on Conventional loans*)
- [] **Income Calculation Worksheet**
- [] **Income Documentation:**
 - Wage Earner (*W2s required per DU, Pay Stubs, WVOE for bonus and overtime when applicable*)
 - Self Employed (*Tax Returns required per DU, K1s & Business Returns when applicable*)
 - Retired (*Documentation required by the DU, Award Letters, 1099s, etc.*)
- [] **Signed 4506-T for the tax periods required per the DU**
 - Tax Transcripts are encouraged at time of delivery (*W2 transcripts are acceptable when only W2 income is used to qualify*)
- [] **Verification of Employment**
- [] **Asset Statements** (*DU typically requires the most recent 2 month period*)
- [] **Gift Letter** (*if applicable*)
- [] **Appraisal** (*If available at time of submission*)
- [] **Executed Purchase Contract** (*if applicable*)
- [] **Title** (*If available, include 24 months chain of title, wire instructions, plat map, and CPL.*)
- [] **Hazard Insurance** (*also provide flood and wind insurance when applicable*)
- [] **Initial 1003** including 92900-A (FHA), 26-1802a (VA), 1980-21(USDA)
- [] **Initial Loan Estimate (LE)**
- [] **Settlement Service Provider List (SSPL)**
- [] **Homeownership Counseling List**
- [] **Borrower Authorization Form**
- [] **Borrower's Intent to Proceed**
 - Signed Intent to Proceed Form (*Preferred*)
 - Certified date of when borrower indicated an intent to proceed after receiving the LE provided on the Loan Submission Form

Program Specific Required Documents:

FHA

- [] **FHA Amendatory Clause** (*Included within the purchase contract or the separate addendum*)
- [] **Informed Consumer Choice Disclosure**
- [] **FHA Case Number Assignment Form** (*only required when the case assignment has not been ordered*)
- [] **Recent Mortgage Coupon with MMI**

VA

- [] **Certificate of Eligibility/request for Certificate of Eligibility** (VA form 26-1880)
 - DD214 (*needed if there is no COE*)
- [] **VA Case Number Assignment Form** (*only needed if an appraisal is already ordered*)
- [] **Important Notice to VA Homebuyer**
- [] **Childcare Statement** (*only required if dependents are listed under the credit qualifying borrower*)
- [] **VA Escape/Amendatory Clause Form**

USDA

- [] **USDA Important Notice to Home Applicants**

JUMBO

- [] **All tax returns provided must be signed**
- [] **Evidence any IRS taxes due have been paid**