



FHA Processor Submission Checklist

Borrower's Name:

Date:

Brokers Name/ Branch #: _

RESPA Disclosures

Initial Loan Estimate (LE)

Initial Fees Worksheet

Written Service Provider List with estimated fees

Intent to Proceed

Change of Circumstance (if applicable at initial submission) with matching disclosures

FHA

Clear CAIVRS

Borrower

Initial 1003

Social Security Card

Driver's License

SSA-89

Lock Confirmation

LDP/GSA

Underwriting submission form

Credit

Credit report with credit scores matching the AUS

NPS Credit report, if applicable

VOM/VOR

Payoff or mortgage statement (if refinance)

Letter of Explanation: inquiries within the past 120 days/document any new debt

Divorce decree/child support order

Lease or Mortgage Statement on current residence if not being sold

Credit Approval/Underwriting

AUS findings with credit scores matching the credit report and assigned to Southwest Funding



Income

VOE – written for each borrower
Paystubs to cover most recent 30 days YTD
W2 wage earners: W2 / 1099 for most recent two years
W2 wage earners: W2 transcripts for most recent two years
Self-employed: most recent two years tax returns, all schedules
Self-employed: tax transcripts for most recent two years
Self-employed: current Profit and Loss statement
Income calculation worksheet
Search engine business page with name, address, and telephone number of all current employers
Fully completed 4506C for personal and Business (If self-employed)

Assets

Bank/Asset statement for most recent two months (or quarterly)
Letter of Explanation for any large deposits with documented source per Agency guidelines
Gift letter/copy of check/proof of withdrawal and deposit as well as Donor's bank statement
Cancelled earnest money check
Contract on current home, or Closing Disclosure/HUD-1 if already sold

Property

Signed purchase agreement with all addenda
Completed Condo questionnaire, if applicable
New construction documents, if applicable
Survey, if applicable
USPS website address confirmation
Septic inspection/Well water test, if applicable – see website for guidance

Title

Preliminary title work with 12 months chain of Title & Preliminary Closing Disclosure/HUD-1
Wiring instructions
ICPL

Insurance

Homeowners insurance (condo requires interior and exterior coverage)
Flood insurance, if property is in flood zone

Appraisal

Appraisal report and Invoice
Appraiser's license
Appraiser's E&O