

ITIN / Non-Permanent Resident

Seller Company#:		Borrower Last Name#:	
Seller Loan #:		Submission Date#:	
Registered By#:	Phone#:	Email#:	
Primary Contact#:	Phone#:	Email#:	
UW Contact#:	Phone#:	Email#:	
COMPLIANCE - INITIAL DISCLOSURES			Req to Submit
1	LoanNEX Registered Loan Submission Form (pdf copy)		Yes
2	Signed 1003 ALL PAGES (if all pages not signed, need signed Borrower Authorization)		Yes
3	ITIN: Copy of ITIN Card / Letter (or renewal notice) and Gov't issued PHOTO ID		Yes
4	Non-Permanent Resident Alien: Unexpired Visa or Soc Sec Card (Form SSA-89) and unexpired Work Authorization (EAD)		Yes
STANDARD LOAN FILE REQUIREMENTS			Req to Submit
5	1008 (must be less than 60 days at submission)		Yes
6	Fannie Mae 3.4 (MISMO .xml file)		Yes
7	Seller Tri-Merged Credit Report < 90 days		Yes
INCOME DOCUMENTATION REQUIREMENTS			Req to Submit
8	WAGE EARNER (Salary / Hourly):		Yes
	Paystubs: most recent 30 days w/YTD - if tax identification number on paystub matches ITIN		Yes
	Written VOE within 30 days of funding instead of paystubs and/or tax returns. Most current month's bank stmt as validation of WVOE.		Yes
9	SELF-EMPLOYED: FULL DOC		Yes
	Two (2) consecutive years 1040s, 1120s, K1s, etc. (all pages/schedules)		Yes
	YTD P&L and 3 consecutive months business bank statements required prior to docs (PTD)		Yes
10	SELF-EMPLOYED: ALT DOC		Yes
	Two (2) consecutive years of history of business with either/or:		Yes
	a) CPA / Tax-Preparer Letter		Yes
	b) Business License		Yes
11	BANK STATEMENTS: (all persons on the bank statements must be on the 1003 as a qualified borrower)		Yes
	Option 1: Provide Acra Bank Statement Analysis Summary (do not submit actual bank stmts)		Yes
	Option 2: Provide Correspondent Seller's Bank Statement Analysis (must include all bank stmts used in analysis)		Yes
12	RENTAL INCOME: Current lease plus 2 most current month's proof of receipt		No
13	FIXED INCOME:		No
	Current Award / Retirement Letter		No
	Most recent bank statement showing auto-deposit or prior year filed 1099		No
	LTV > 65% - 2mos most recent asset statement. LTV < 65% - assets to be reflected on 1003		No
	Assets for reserves must be documented at all LTVs		No
	DSCR allowed with ITIN (refer to DSCR checklist for DSCR requirements)		No
COLLATERAL DOCUMENTATION REQUIREMENTS			Req to Submit
14	PURCHASE CONTRACT (if applicable):		Yes
	Subject property address/purchase price must match 1003		No
	Include ALL Addendums and/or Counter Offers		No
15	PROPERTY TAX CERTIFICATE (for the most recent tax year)		Yes
16	PRELIMINARY TITLE REPORT:		Yes
	Full ALTA Policy – short form not accepted; effective date <= 90 days from the date of funding		Yes
17	APPRAISAL (1004, 1025, 1073)		No
	Appraisal XML File on all 1004 (Single Family Appraisal Report) and 1073 (Condominium Appraisal Report)		No
	Effective date to be no more than 120 days from closing date. (Color PDF only; loans >\$1.5mm require 2nd appraisal)		No
	IF TRID loan and ordered prior to submission must provide:		No
	a) LE and ITP (dates must be ≤ appraisal date)		
	b) Invoice verifying order and paid dates		
	c) If not on invoice, provide AMC docs to confirm both dates		
	Appraiser Statement must be included:		No
	The Appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions, Reform, Recovery, and Enforcement Act (FIRREA) of 1989, as amended (12 U.S.C 3331 et seq.)		
	Must include Appraisal Independence Requirements (AIR) Certification		No
	Appraisal Form 442 (if applicable)		No
	Final/Repair Inspection (if applicable)		No
	Certificate of Completion/Occupancy (if applicable)		No