



AE SUBMISSION CHECKLIST

Revised 01/11/2019

- **Required Forms needed at Submission**
 - CSC Wholesale Loan Submission Form
 - CSC AE Synopsis
 - CSC E-Consent
 - Broker Initial 1003
 - Broker Credit Report
 - Purchase Contract (if applicable)
 - Preliminary Title Report –
Effective date NOT earlier than 60 days of submission date
 - CSC Originator's Statement of Information
 - CSC Broker Loan Cost & Fees Itemization
 - Borrower Cert or Authorization (Can be CSC or Broker)
 - CSC Anti-Steering
 - Income
 - 3.2 FNM Data File
 - Appraisal in lieu of Preliminary Title Report
Must be color appraisal; cannot be expired
- **Wholesale Submission Sheet**
 - Must be completely filled out with the Broker & Loan Officer contact information (must match the 1003)
 - Your Transaction Manager will only contact the Broker, Loan Officer & Loan Processor listed on the submission sheet
 - Please make sure to include a contact for Inspection access, this is very helpful for Appraisals and/or BPO Inspections
 - Have the Broker include the Closing Agent's contact information, this is helpful with completing VETTING at an early stage of the loan. This will allow parties to retrieve CPL & Wires if needed
 - If your file will be Lender Paid please make sure to fill out the Grade, Rate & the corrected Comp under Lender Paid otherwise input your information under Borrower Paid
AE should verify through Sales Force that broker is approved for LPC
 - All other information must match with the AE Synopsis form
 - Please make sure that the Correct LO, Broker & Branch (if applicable) NMLS is listed
AE should verify through Sales Force that the Broker/Branch is assigned to the submitting AE; Escalate to your manager to resolve prior to submission

- **CSC AE Synopsis**
 - Needs to be completed by the AE, initial Disclosures are based on these terms
 - **If file is a re-submission, identify the previous CSC loan # and CONFIRM that ALL PTDS listed on the prior approval have been included in the re-submission. Files will be DECLINED if PTDS from prior submission are not provided.**
 - If the Broker is requesting LPC, please be sure to check off the box & include the correct rate, credit grade, Points should either be 1.25% or 2%.
 - **AE should confirm that the broker is approved for LPC/LPC Tier via Salesforce; Loans will NOT be submitted if the broker is not approved**
 - LSU Clerk will validate that Broker is approved for LPC via Salesforce
 - If the Broker is not approved you will be CC'd in an email to newbrokerapplications@citadelservicing.com to confirm approval
- **CSC E-Consent**
 - Needs to be signed & dated by the Borrower(s), not the Broker.
 - Must include a legible email address for borrower & co borrower
 - If the email for both borrowers are the same you can put 'same' under the co-borrower's email
- **Broker Initial 1003**
 - Both borrowers, can be listed on the same 1003 even if they are not married to one another.
 - **Provide a separate 1003 for a loan closing in a business name/trust (ODF and ODF+ only)**
 - Complete Subject Property, please to DO NOT input 'TBD'
 - Include SSN even if it is an ODF FN (preferred # sequence of 9's)
 - LO must have their full legal name as it appears on Consumer Access, no nicknames please.
 - Broker NMLS must match with the company name and address
 - If the Broker has a Branch, they may include their NMLS instead of their Corp NMLS. Address can be either Corp or Branch as long as the names match for all.
 - **IMPORTANT: IF YOU DO NOT HAVE A SIGNED 1003 BY THE BORROWER YOU MUST INCLUDE A BORROWER'S CERTIFICATION & AUTHORIZATION. WE DO NOT ACCEPT VERBAL AUTHORIZATIONS.**
- **Broker Credit Report**
 - Broker to provide tri-merged credit report for Borrower and Co-Borrowers
 - This is not a requirement for ODF Foreign National Borrowers

NOTE: CSC UW will review the broker's credit report however, CSC will use a CSC generated credit report for qualifying.

- **Purchase Contract**
 - Include complete subject property address with purchase price.
 - Provide all (if any) Addendums and/or Counter Offers
 - The Loan amount, Purchase Price and Subject Property Address (exact spelling) on Purchase Contract must match all documents: Submission Form, AE Synopsis, 1003, Originator's Statement of Information, and Preliminary Title Report/Appraisal.
- **Preliminary Title Report**
 - Must be dated no more than 60 days from time of submission (request an updated report if expired or expiring soon)
 - Must have correct subject property address (match 1003)
 - RECOMMENDED that the submission include Escrow Instructions, Wiring Instructions & Closing Protection Letter
- **CSC Originators Statement of Information**
 - Must be completed by the Broker/Loan Officer and signed with complete Broker Information
 - Must have Borrower's name and complete subject property address
- **CSC Broker Loan Cost & Fees Itemization**
 - Disclosures Department need this to generate initial disclosures to the borrowers
 - We need Citadel's Fee sheet, not the Brokers fee sheet
 - Must be completely filled out with all applicable fees
 - Please be sure the Section C has at least (3) title fees listed, these cannot be added once the file is disclosed
- **Borrower Cert & Authorization**
 - If a signed 1003 is not provided this form must be signed & dated by the borrower
- **CSC Anti-Steering**
 - Please see CSC OSI
- **Income**
 - **Wage Earner**
 - W-2 for most recent two (2) years & current pay stub reflecting year-to-date earnings
 - **Fixed & Other Sources**
 - Current award/retirement letter
 - Copy of the most recent bank statement showing automatic deposit (deposit must specifically reference the source of the deposit); OR
 - 1099 for most recent year
 - **Self Employed**
 - 2 consecutive years of 1040's, 1120S', etc.
 - YTD P&L and 3-month bank statements required PTD to support income

- **Bank Statement**
 - CSC Bank statement analysis to be completed by Broker for all accounts used
 - 24 or 12 Consecutive months from same account (**including all pages even if blank**)
 - All persons on bank account used need to be included in the Loan.
 - Reference matrix for restrictions.
 - If 1 Month Bank Statement, be sure to provide the most recent statement
- **3.2 FNM Data File**
 - Must be. FNM not a .PCF file
- **Appraisal (If available)**
 - Must be dated no more than 120 days from time of submission
 - **MUST** include the following:
 - **Appraisal Invoice** verifying Order and Paid Dates. If it is not on invoice we need documentation from the **AMC** to confirm dates.
 - **Initial Loan Estimate(LE)** from Broker/Prior Lender
 - **Intent to Proceed (ITP)** from Borrower that references LE's issued date.
 - **Color PDF Appraisal-** Gray-Scale Appraisals will not be reviewed.
- **Lender Paid/Borrower Paid/Broker Approvals**
 - Please make sure to have all your addendums/Broker Approvals ready to be sent to Michael Walsh before submitting your loan to us
 - Brokers who have not yet been approved for either case will be placed as an incomplete
- **Contract Processing**
 - If the Broker wishes to charge a processing fee please make sure the Processors NMLS & fee is listed on the submission sheet (bottom right)
 - Provide Contract Processing Invoice
 - Contract Processor must be from a 3rd Party Company, cannot be the LO listed on the 1003 & submission form