



ELIGIBILITY REVIEW SUBMISSION CHECKLIST

ITIN / Non-Permanent Resident Alien

Seller Company:		Borrower Last Name:	
Seller Loan #:		Submission Date:	
Registered By:		Phone:	Email:
UW Contact:		Phone:	Email:

COMPLIANCE - INITIAL DISCLOSURES			Req.to Submit
1		Did you register the loan in Acra's LoanNex?	Yes
2		Signed 1003 ALL PAGES (if all pages not signed need signed Borrower Authorization)	Yes
3		ITIN: Copy of ITIN Card (or renewal notice) and govt. issued PHOTO ID	No
		Non-Perm Res Alien: Two forms of govt. issued ID- One must be Soc. Sec. Card or processed SSA-89	

STANDARD LOAN FILE REQUIREMENTS		
4		1008 (must be less than 60 days at submission; not applicable for Foreign National program) Yes
5		Fannie Mae 3.4 (MISMO file)-.FNM format NOT a PCF file Yes
6		Seller Tri-Merged Credit Report <60 days (not applicable for Foreign National borrowers) Yes

INCOME DOCUMENTATION REQUIREMENTS		
7		WAGE EARNER (Salary/Hourly):
7.1		- Paystubs - most recent 30 days w/YTD. Yes
7.2		- Alternative: Tax return & paystubs or written VOE and paystub. Yes
7.3		- Note1: May provide 2 mo. Bk statements showing consistent deposit with WVOE in lieu of paystubs. Yes
8		Self Employed:
8.1		- Two (2) consecutive years 1040's, 1120's etc (all pages/schedules). Yes
8.2		- YTD P&L & 3 consecutive mos business bk statements required prior to docs (PTD). Yes
9		Bank Statements: (all persons on the bank statement must be on the 1003 as a qualifying borrower).
9.1		- Acra Bk Statement Analysis form to be submitted OR utilize Acra's automated Bk Statement Analyzer. No
9.2		- 12 months consecutive statements from the same account (ALL pages including blanks). Yes
10		Assets for Depletion:
10.1		- Two (2) consecutive months' most current asset statements of non-depleting account. No
10.2		- Borrower signed letter identifying asset used for depletion and intent to deplete from named account. No
11		Rental Income: Current lease plus 2 most recent months' proof of receipt. No
12		Fixed Income: 1) Current award/retire letter & most recent bank statement showing auto deposit or prior year filed 1099. No
		Note1: ITIN bank statement loans allowed on case-by-case only with compensating factors. No
		Note2: LTV > 65% 2 mo. most recent asset statements. LTV < 65% assets to be reflected on 1003. No
		Note3: Assets for reserves must be documented at all LTV's. No
		Note4: DSCR allowed with ITIN (refer to DSCR checklist for DSCR requirements). No



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COLLATERAL DOCUMENTATION REQUIREMENTS

Req.to
Submit

13		Purchase Contract (if applicable):	Yes
13.1		- Subject property address /purchase price must match 1003.	No
13.2		- Include ALL Addendums and/or Counter Offers	No
14		Property Tax Certificate (for the most recent tax year).	Yes
15		Preliminary Title Report:	Yes
15.1		- Full ALTA Policy – short form not accepted; effective date <= 60 days from submission date.	Yes
16		Appraisal (1004,1025,1073) --- (If 1004 or 1073 Provide XML File)	No
16.1		- IF ordered prior to submission & IF TRID- must provide the issued LE & ITP (dates must be <= appraisal date).	No
16.2		- MUST include : 1) Invoice verifying order and paid dates, 2) If not on invoice provide AMC docs to confirm both dates.	No
16.3		- Effective date to be no more than 120 days from closing date. (Color PDF only; loans >\$1.5mm require 2nd appraisal).	No
16.4		- Appraisal Form 442, <u>if applicable</u> .	No
16.5		- Final/Repair Inspection, <u>if applicable</u> .	No
16.6		- Certificate of Completion/Occupancy, <u>if applicable</u> .	No