



CITADEL
SERVICING CORPORATION

ODF+ BROKER SUBMISSION CHECKLIST

BROKER APPROVAL required before a submission can be processed

REQUIRED CITADEL FORMS

CSC ODF+ LOAN SUBMISSION FORM

- ▶ List entity name if submitting under a business
- ▶ All owners of business entity with $\geq 20\%$ ownership required to be listed

ORIGINATOR'S STATEMENT OF INFORMATION

ORIGINATOR'S STATEMENT OF INFORMATION ANTI-STEERING

BORROWER'S CERTIFICATION & AUTHORIZATION (OR SIGNED 1003)

CSC BROKER LOAN COST & FEES ITEMIZATION

CSC E-CONSENT

- ▶ *Must be legible, signed and dated by borrower(s) with complete legal printed name(s) and email address(es) for borrower(s).*

CSC RENT ROLL FORM

- ▶ Use [Commercial Rent Roll Form](#) for **Mixed Use Properties**
- ▶ Use [Multi-family Rent Roll Form](#) for **5+Unit Properties**

CSC PROPERTY MANAGEMENT QUESTIONNAIRE

CSC PROPERTY OPERATING STATEMENT

OTHER REQUIREMENTS FOR SUBMISSION:

FANNIE MAE 3.2 FILE (.FNM format not a .PCF file)

1003

- ▶ 1003 must reflect NMLS# for the specific office location listed
- ▶ **If applicable:** Submit one (1) 1003 for the business entity and one for each guarantor separately

BROKER CREDIT REPORT

ENTITY DOCUMENTATION (IF APPLICABLE)

- ▶ Certificate of good standing
- ▶ Operating Agreement
- ▶ Articles of Incorporation

RENT VERIFICATION

- ▶ Current lease agreements

Note: Any applications for loans, and any documents, forms and/or information in support thereof ("Loan Application") emailed to your Account Executive shall not be considered a loan submission. Upon speaking with your Account Executive, you will be advised of the process and procedures for submitting a Loan Application to Citadel Servicing Corporation. Should you have questions regarding TIL -RESPA Integrated Disclosures and how they impact your business, please contact your legal counsel.



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PURCHASE CONTRACT (IF APPLICABLE)

- ▶ Subject property address/purchase price must match 1003
- ▶ Provide **ALL** (if any) Addendums and/or Counter Offers

PRELIMINARY TITLE REPORT

- ▶ *FULL ALTA POLICY – short form not accepted; effective date no earlier than 60 days from submission date*

PROOF OF LIQUIDITY

- ▶ Two months consecutive bank/account statements

AND/OR APPRAISAL (IF AVAILABLE, color PDF only)

TWO GOVERNMENT ISSUED ID'S:

- ▶ *Copy of state issued ID or passport for U.S. residents and copy of their Social Security Administration card*

EVIDENCE OF PROPERTY INSURANCE FOR SUBJECT PROPERTY

MORTGAGE STATEMENTS, TAX BILL, EVIDENCE OF INSURANCE FOR NON-SUBJECT PROPERTIES OWNED

Once your file is ready to be submitted, please upload the submission to your Account Executive for review.

Please upload submission to:

<https://www.citadelservicing.com/resources/file-upload>

Corporate Office:

15707 Rockfield Blvd, Suite 320
Irvine, CA 92618
(949)900-6630

Index and Adjustment Caps:

- Floor at Start Rate / Index is 1yr. CMT
- 2% Initial Cap / 2% Annual Cap / 6% Life Cap
- 4.95% Margin

Loss Payee Clause:

CITADEL SERVICING CORPORATION ISAOA
15707 ROCKFIELD BLVD., SUITE 320
IRVINE, CA 92618
CSC LOAN #: (reference loan approval)

For additional forms, visit:

<https://www.citadelservicing.com/forms>

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