



Incomplete Submission Triggers

(Revised 01/11/19)

- FNM 3.2 was not provided
- Loan amount on Submission Form & Synopsis differ
- Subject Property address is not reflected on the 1003 (*cannot accept TBD*)

Missing Forms

- CSC Submission Form
 - AE Synopsis
 - 1003
 - CSC Broker Fee Itemization Fee Form (BPC)
 - CSC E-Consent Form missing/incomplete
 - Borrower Certification and Authorization (if 1003 was not signed)
 - Bank Statement Analysis (12 and 24 month programs)
- All parties on bank statements used for income must be on 1003 and be a qualifying applicant on the transaction
 - Purchase Contract not provided for a Purchase Transaction
 - Preliminary Title Report **OR** Appraisal not provided
 - Expired Prelim or Appraisal
 - Prelim effective date cannot be more than 60 days from submission
 - Appraisal effective date cannot more than 120 days from date of submission

Income

- Insufficient income documentation to meet program requirements
- If qualifying with Bank Statements, ALL pages must be provided
- Provide ALL consecutive bank statements to meet program requirements

(ex: If borrower is qualifying for a 12 month bank statement program; all 12 months must be provided; DO NOT submit with 9 months)

- Broker Not Approved for LPC or LPC Tier selected
(AE should verify via Sales Force prior to submission)
- LO listed on the Submission form & 1003 do not match
- Broker Address listed on 1003 does not match Consumer Access
 - Whether it be the Main Office or a Branch
- LO & Broker must be licensed in Subject Property State
- Broker is not currently approved with CSC
- Page 3 of the 1003 must reflect both the Broker Company and LO name, NMLS Numbers & Licensed location