



Mortgage Loan Documentation Checklist

Portfolio Number:	Customer No:	Date(MDY):	
Customer Name:		Prepared By:	
Cash Account No:			
Mortgage Address:			
Loan Type:	<input type="checkbox"/> Mortgage <input type="checkbox"/> Construction <input type="checkbox"/> Other	Relation Type:	<input type="checkbox"/> International <input type="checkbox"/> Premier <input type="checkbox"/> Elite

	Document Description	Code	Date	Received	User Initials	Scanned	User Initials
1	Loan Request Form	3001		<input type="checkbox"/>		<input type="checkbox"/>	
2	Credit Committee Action Review	3010		<input type="checkbox"/>		<input type="checkbox"/>	
3	Purchase & Sale Agreement			<input type="checkbox"/>		<input type="checkbox"/>	
4	Credit Reference Letters (2)	-		<input type="checkbox"/>		<input type="checkbox"/>	
5	County Legal Property Information -WEB-	-		<input type="checkbox"/>		<input type="checkbox"/>	
6	Credit Report	-		<input type="checkbox"/>		<input type="checkbox"/>	
7	Property Appraisal	-		<input type="checkbox"/>		<input type="checkbox"/>	
8	STIBT Settlement Statement			<input type="checkbox"/>		<input type="checkbox"/>	
9	Title Insurance	-		<input type="checkbox"/>		<input type="checkbox"/>	
10	Mortgage / Warranty Deed	-		<input type="checkbox"/>		<input type="checkbox"/>	
11	Proof of Property Insurance	-		<input type="checkbox"/>		<input type="checkbox"/>	
12	Promissory Note			<input type="checkbox"/>		<input type="checkbox"/>	
13	Settlement Statement from US Department of Housing			<input type="checkbox"/>		<input type="checkbox"/>	
14	Wire Instructions			<input type="checkbox"/>		<input type="checkbox"/>	
15	Other Documents	-		<input type="checkbox"/>		<input type="checkbox"/>	
16	Credit Committee Final Approval			<input type="checkbox"/>		<input type="checkbox"/>	
17	Copy of Wire Release	-		<input type="checkbox"/>		<input type="checkbox"/>	
18	Property Insurance	-		<input type="checkbox"/>		<input type="checkbox"/>	
19	Final PDF with all Documents	-		<input type="checkbox"/>		<input type="checkbox"/>	
20				<input type="checkbox"/>		<input type="checkbox"/>	
21				<input type="checkbox"/>		<input type="checkbox"/>	
22				<input type="checkbox"/>		<input type="checkbox"/>	
23				<input type="checkbox"/>		<input type="checkbox"/>	
24				<input type="checkbox"/>		<input type="checkbox"/>	
25				<input type="checkbox"/>		<input type="checkbox"/>	