



AFFILIATED MORTGAGE COMPANY
Wholesale / Mini Correspondent

SUBMISSION DOCUMENTS – STACKING ORDER

Application Documents Required

- ☐ AMC Submission Form – on web: www.affiliatedtpo.com
- ☐ Conventional 1008, FHA 92900-LT, or VA Loan Analysis
- ☐ Clear LDP/ GSA (Last Name, First Name of: Borrower(s), Loan Officer, Seller(s), Appraiser, Agents)
- ☐ Government Loans – Clear CAIVRS
- ☐ FHA Case # or VA LAPP Assignment
- ☐ VA – Nearest Living Relative Letter
- ☐ VA – Certificate of Eligibility
- ☐ VA – Child Care Letter
- ☐ VA – DD214
- ☐ VA – Indebtedness Letter (If Exempt)
- ☐ Typed 1003(s)
- ☐ Initial 1003(s) – MUST BE SIGNED AND DATED BY LOAN OFFICER
- ☐ VA – Addendum (VA 26-1802A) Pages 1 & 2 – MUST BE SIGNED AND DATED BY LOAN OFFICER
- ☐ FHA – Addendum (92900-A) Pages 1 – 4 – MUST BE SIGNED AND DATED BY LOAN OFFICER
- ☐ VA – 1820 – Certificate of Loan Disbursement
- ☐ VA – Loan Summary
- ☐ VA – Military Deployment Letter

Credit

- ☐ Clear and Legible Copy of Valid ID
- ☐ Tri Merged Credit Report & all Supplements (within 30 days) – provide for non-purchasing spouse if FHA/ VA
- ☐ Divorce Decree/ Child Support/ Bankruptcy Papers
- ☐ Explanation Letters
- ☐ Satisfaction of Judgments/ Liens
- ☐ Verification of Mortgage / Rent – VOM/ VOR
- ☐ Payoff Demands (if applicable)

Income

- ☐ Most Recent 30 Days Pay Stubs for All Borrowers
- ☐ Most Recent Two (2) Years W-2 or 1099's Along With Returns If Applicable
- ☐ Most Recent Two (2) Years Tax Returns if Self Employed, Commissioned, or 2106 Expenses

Assets

- ☐ Most Recent Two (2) Months Bank Statements for All Accounts
- ☐ Gift Letter (If Applicable) – Evidence Transfer & Receipt of Funds & Documents Donors Ability to Give

Property

- ☐ Escrow Instructions (If Applicable)
- ☐ Closing Protection Letter – Amendment to Lenders Instructions (can submit without)
- ☐ Title Commitment with 24 Month Chain of Title & Wire Instructions (can submit without)
- ☐ Original Appraisal w/ Appraisers License (Can submit without)
- ☐ If this is a Condo: HOA Cert. (Call you AE for Specific's Regarding Your File)

Mortgage Broker Disclosures – Dates & Signatures Within Compliance

- ☐ Borrowers Authorization (Must be Signed and Dated)
- ☐ 4506-T Must Be Signed and Dated Within the Last 30 Days
- ☐ New GFE
- ☐ Settlement Service Provider List (SSPL)
- ☐ Truth In Lending with Initial Fee Worksheet
- ☐ Change of Circumstance Form/ Revised GFE(s) (If Applicable)
- ☐ Broker Certification
- ☐ Borrowers Authorization (Must be Signed & Dated)
- ☐ Servicing Disclosure (Must be completed)
- ☐ Mortgage Loan Origination Agreement (MLOA)
- ☐ ECOA/ Fair Lending
- ☐ Right to Receive an Appraisal
- ☐ HVCC Waiver or Acknowledgment with Proof of Receipt
- ☐ FHA – Important notice to Homebuyer Disclosure (HUD Form 92900B)
- ☐ FHA – Notice Regarding Assumption / Notice to Homebuyer
- ☐ FHA – Informed Consumer Choice Disclosure
- ☐ FHA – For Your Protection: Home Inspection (signed by borrower)
- ☐ VA – Interest Rate & Discount Disclosure Statement
- ☐ VA – Notice Regarding Assumption
- ☐ VA – Federal Collection Policy Notice

This is not meant to be all-inclusive and your loan may be subject to additional requirements. Program guidelines are subject to change without notice.

This information is intended for broker use only and is not intended for distribution to the general public.
All rates, terms and parameter subject to change without notice.

