

The following documentation is required in order to complete the registration of your loan. All items listed in the “All Loans” section along with those listed in the specific loan type section must be received before your loan is submitted to underwriting. This process ensures a reduced number of loan file conditions, resulting in cleaner and more accurate underwriting decisions. Failure to submit all required documentation will result in the loan being placed in a “Submission Incomplete” status. For submission of a TBD property, please follow the instructions on page 2 of this checklist. *Note: Additional documentation may be necessary, as required by the AUS or at the Underwriter’s discretion.*

All Loans - Required

1. Cover Letter (if needed): Provide a short narrative that gives the underwriter the full picture, explain any issues or concerns and be clear with your intentions and what you are trying to document.
2. Initial Uniform Residential Loan Application (1003). Must be fully completed and accurate, dated and signed by LO. The borrower’s signature and date is required if the application is taken face-to-face.
3. Fully completed Transmittal Summary (1008).
4. Income Documentation:
 - a. Wage Earners: Most recent paystub (must be dated within 30 days of application) and most recent W-2.
 - b. Self-Employed Borrowers: Federal personal tax returns (1040) covering the most recent two-year period (or 1 year based on AUS recommendation. Subject to additional year at underwriter’s discretion) including all schedules. Business tax returns (1065, 1120, 1120S) are required if the borrower owns 25% or more of the business.
 - c. Rental Income: Federal personal tax returns (1040) covering the most recent two-year period reflecting the income on Schedule E. If the investment property was acquired subsequent to the most recent tax filing year, a copy of the most recent fully executed lease agreement must be provided.
5. Include DU/LP findings and credit report dated within 30 days of submission. Ensure assignment is final and released to Parkside Lending.
6. Borrower’s Certification/Authorization form signed and dated by all borrowers.
7. Complete set of initial disclosures including state specific. For example, in Texas the 12 day notice for 50(a)(6), etc..
 - a. Initial GFE dated no later than 3 days after the initial application or 1003 date (do **NOT** issue on TBD properties) and all Changes of Circumstances that occurred prior to Parkside loan registration.
 - b. Initial TIL dated no later than 3 days after the initial 1003 date.
 - c. 4506-T signed and dated within 60 days of submission by all borrowers. Specify tax form number in section 6, most recent 2 years filed in section 9 and ensure that box 6c is checked.
8. Copy of the Settlement Service Provider List given to the borrower(s) with the initial GFE. If blank or none was given to the borrower(s), the 10% RESPA fee tolerance will apply (do not issue on TBD properties).
9. Itemized Fee Worksheet (do not issue on TBD properties).
10. Parkside Lending Affiliated Business Certification and Fees worksheet (Only if using an affiliate business)
11. Upload your LOS file online at Correspondent.Parksidelending.com . Call your AE or CSR if you have any questions or need to be issued a User ID and Password.

Purchases - Required

1. Legible Purchase Contract (fully executed by buyer(s) and seller(s) if available) (not required on TBD properties).
2. Verification of Earnest Money Deposit (if available).
3. Asset Documentation: One month bank statement is required for all assets used to qualify and listed on the 1003. The statement must include all pages and be dated within 45 days of submission. A stand-alone VOD is not acceptable, but a 30 day banking transaction history may be provided if the name of the depository or investment institution is clearly identified and the Internet Uniform Resource Locator (URL) address included. *Note: Any single large deposit exceeding 25% of the total monthly qualifying income that is shown in the borrower’s bank statement(s) must be sourced prior to docs.*

Refinances - Required

1. Current Homeowners Insurance Declarations page (if available).
2. Asset Documentation: Do not provide assets if NOT needed to qualify or listed on the 1003. If used to qualify and/or listed on the 1003, one month bank statement is required. The statement must include all pages and be dated within 45 days of submission. A stand-alone VOD is not acceptable, but a 30 day banking transaction history may be provided if the name of the depository or investment institution is clearly identified and the Internet Uniform Resource Locator (URL) address included. *Note: Any single large deposit exceeding 25% of the total monthly qualifying income that is shown in the borrower's bank statement(s) must be sourced prior to docs.*

TBD Property - Required

1. Take the borrower's application and issue any other applicable disclosures as required by law as you normally would, but **NOT** the GFE. A property address is one of the 6 required elements for purposes of triggering the GFE.
2. Submit all other applicable documentation as listed in the other sections of this checklist.
3. As soon as the borrower(s) discloses a property address to you, Parkside Lending must be notified by completing the "Loan Change Request" form and providing an updated 1003/1008, the purchase contract, and a copy of the initial GFE and list of Settlement Service Providers given to the borrower.
4. Parkside Lending will validate the documentation.
Note: Parkside Lending is unable to accept a loan submission without a property address (TBD) where a GFE has been issued.

Additional Information (Recommended)

The following items are not a requirement of the registration process but we recommend you include all applicable documents listed below in order to avoid delays and additional conditions placed on your loan file.

1. Preliminary Title Report dated within 45 days of submission (to include 24 month chain of title and plat map, survey, or ALTA Endorsement, as applicable).
2. Verification of Mortgage, 12 months cancelled checks or credit supplement (if not listed on the credit report).
3. Credit Explanation Letters regarding history or inquiries (signed and dated by borrower(s)).
4. Recorded Divorce Decree or Separation Agreement and Child Support Order (all pages and addenda).
5. Gift Documentation:
 - a. Gift letter from an acceptable donor.
 - b. Verification of donor availability of funds or transfer of gift funds.
6. Flood insurance policy.
7. Condominium Documentation required for Project Review:
Do **NOT** submit the entire condo package you may have been given by the realtor or condo HOA/management company or any additional project documentation unless requested by the Parkside Lending underwriter.
 - a. All Projects:
 - Master Insurance Policy. (must include fidelity if >20 units)
 - HO6 Policy (if Master does not reflect walls-in coverage).
 - Engineer's Report for conversions created within the last 3 years.
 Note: A project cannot be warranted without the appraisal.
 - b. Established Projects:
 - Parkside Lending Limited Review Condo HOA Questionnaire. A generic form is acceptable as long as it contains the same questions.
 - Current Budget if LTV >80% for O/O, or LTV >75% for 2nd Home, or NOO (not required on 2-4 unit projects).
 - c. New or Newly Converted Projects:
 - Parkside Lending Full Review Condo HOA Questionnaire. A generic form is acceptable as long as it contains the same questions.
 - Projected Project Budget.
 - Recorded Legal Documents: Articles of Incorporation, Master/Deed/Declarations, By-Laws.
 - Recorded Plat Map.
 - Recorded Site Plans.
8. Occupancy Motivation Letter (signed and dated by all borrower(s)).