



Quality Control Checklist: Residential Mortgages

The following disclosure forms must be given at the same time of receipt of application,

1. 1003 Application Date of Receipt: ____/____/____
2. Mortgage Loan Disclosure Statement/ Good Faith Estimate (MLDS/GFE)
3. Federal Truth in Lending Disclosure (TIL)
4. Fair Lending Disclosure Notice
5. Equal Credit Opportunity Act Disclosure
6. Privacy Policy Disclosure
7. Credit Score Disclosure
8. Right To receive Appraisal
9. Mortgage Loan Origination Agreement
10. Servicing Disclosure Statement

Note: MLDS & GFE must contain amount of all compensation including any anticipated rebates from lender. Please make sure your NMLS number and DRE licensing information are entered in the correct forms.

The following documentation is needed before submission of your loan

INCOME:

- MOST RECENT PAYSTUBS FOR ONE (1) FULL MONTH.
- W-2'S FOR THE PAST TWO (2) YEARS.
- 1099'S FOR THE PAST TWO (2) YEARS.
- FEDERAL INCOME TAX RETURNS (1040'S) FOR THE PAST TWO YEARS.
- RENTAL AGREEMENTS –OR–LEASE AGREEMENTS
- ANY DOCUMENTATION FOR EXTRA INCOME (IF ANY)

BANK INFORMATION:

- MOST RECENT BANK STATEMENTS ON ALL YOUR CHECKING, SAVINGS & PASSBOOKS.
- RECENT STATEMENTS ON YOUR IRA'S, 401K'S, KEOGH'S, ANNUITIES, AND STOCK ACCOUNTS.
- CREDIT UNION STATEMENTS (MOST RECENT).
- SOURCE OF GIFT MONEY WITH A COPY OF DONORS BANK STATEMENT & GIFT LETTER.

PERSONAL & PROPERTY INFORMATION:

- PHOTO ID (COPY) & SOCIAL SECURITY CARD (COPY).
- CERTIFICATE OF ELIGIBILITY (ORIGINAL).
- DD214 MILITARY DISCHARGE PAPERS.
- ALIEN REGISTRATION CARD.
- SCHEDULE OF REAL ESTATE OWNED.
- MORTGAGE PAYMENT BOOK - MORTGAGE BILLING STATEMENTS FOR ALL PROPERTIES.
- PROPERTY TAX BILL & HOMEOWNERS INSURANCE POLICY STATING POLICY PREMIUM.
- ESCROW INSTRUCTIONS & PRELIMINARY REPORT .
- COPY OF PURCHASE AGREEMENT AND ALL COUNTER OFFERS.
- COPY OF PROMISSORY NOTE FOR CURRENT FIRST MORTGAGE AND SECOND MORTGAGE.
- OTHER ITEMS THAT MAY AFFECT THE LOAN (CHILD SUPPORT, BANKRUPCY, DIVORECE, LOES, ETC.)