

# Conventional Loan – Underwriting Submission Checklist

## Instructions

Please complete the following form and submit it in InterFirst's Portal.

### LOAN INFORMATION

Borrower Name(s): \_\_\_\_\_ IMC Loan #: \_\_\_\_\_  
 Borrower Email Address: \_\_\_\_\_ Est. Close Date: \_\_\_\_\_  
 Program: \_\_\_\_\_ Occupancy: \_\_\_\_\_

### CORRESPONDENT INFORMATION

Submitting Correspondent Company: \_\_\_\_\_  
 Lender Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Lender Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

### REQUIRED UNDERWRITING SUBMISSION DOCUMENTS

#### Credit Package Requirements

- \_\_\_ Credit report and supporting documentation
- \_\_\_ Payoff Statement *(if applicable)*
- \_\_\_ Income documentation *(as applicable and per AUS findings)*
- \_\_\_ Asset documentation *(as applicable and per AUS findings)*
- \_\_\_ Purchase Contract and Addendums *(if applicable)*
- \_\_\_ Appraisal Report and Submission Summary Reports *(if available for initial submission)*
- \_\_\_ Condo Questionnaire and supporting documentation *(if applicable)*
- \_\_\_ HOI Policy *(If available)*
- \_\_\_ Flood Insurance Policy *(if applicable)*
- \_\_\_ Preliminary Title Commitment *(if available)*
- \_\_\_ AUS Findings released to IMC *(if applicable)*

#### Disclosure Requirements

- \_\_\_ Initial signed Loan Application
- \_\_\_ Service Provider List
- \_\_\_ Notice of Intent to Proceed (signed and dated)
- \_\_\_ ARM Disclosure *(if applicable)*
- \_\_\_ Privacy Notice
- \_\_\_ Loan Estimate \*
- \_\_\_ Fair Lending Notice
- \_\_\_ Notice to the Home Loan Applicant / Credit Score Notice
- \_\_\_ Lender-paid MI Notice *(if applicable)*
- \_\_\_ Housing Counseling Notice & list of ten (10) agencies \*\*
- \_\_\_ Signed 4506-T for each borrower
- \_\_\_ Borrower(s) Authorization
- \_\_\_ Discount Point Fee Disclosure *(if applicable)*
- \_\_\_ All other Federal required disclosures
- \_\_\_ Net Tangible Benefit *(refinance only)*

**\*NOTE:** LE must be signed and dated if application was taken Face-to-Face. Evidence of e-consent must be provided if LE was delivered electronically.

**\*\*NOTE:** This disclosure is NOT required to be signed by the borrower(s). Must be within three days of application.