

We Want To Talk To You!

PLEASE TELL US WHO AND WHERE?

WITHOUT THIS, IT'S REALLY HARD TO SHOW HOW MUCH WE CARE!

LOAN OFFICER NAME: _____		COMPANY: _____	LOAN OFFICER LIC#: _____
BRK PRIMARY CONTACT: _____		PHONE: _____	EMAIL: _____
BRKR SECONDARY CONTACT: _____		PHONE: _____	EMAIL: _____
CPF LOAN #:	PRODUCT CODE:	PROGRAM:	
LTV: _____%	CLTV: _____%	RATE: _____	LOCKED DATE (if applicable): _____
BORROWER NAME: _____		BORROWER EMAIL: _____	
CO-BORROWER NAME: _____		CO-BORROWER EMAIL: _____	
FICO SCORES:	BORROWER: _____	CO-BORROWER: _____	
<input type="checkbox"/> CONDO/PUD	<input type="checkbox"/> 2-4 UNITS	<input type="checkbox"/> OTHER RATE/TERM	<input type="checkbox"/> CASH-OUT REFI
			<input type="checkbox"/> IRRRL
VA Funding Fee:	Financed <input type="checkbox"/> Paid at Closing <input type="checkbox"/> Borrower Paid <input type="checkbox"/> Seller Paid <input type="checkbox"/> Lender/Broker Paid <input type="checkbox"/> NOTE: Must be paid in its entirety by the selected party; partial payment of the VA Funding Fee is not permitted. Financed VA Funding Fee or any portion of it is not allowed to be paid by Premium Pricing credits.		

Required for loan to be DISCLOSED by ClearPoint Funding, Inc

- This submission form fully completed
- ClearPoint funding requires loan to be registered or locked prior to submission for disclosures
- Loan Underwriting & Transmittal Summary
- VA Loan Analysis, VA Form 26-6393
- Initial Signed and Dated 1003 (with all HMDA/GMI data complete)
- (If application was taken *FACE TO FACE* the 1003 must be signed by the *BORROWER*)
- (If application was taken by *PHONE, INTERNET or MAIL* the 1003 must be signed by the *LOAN OFFICER*)
- GFE with accurate Fees dated within 3 days of application
- Settlement Provider List
- Broker Compensation Disclosure and Initial Fees Worksheet showing breakdown of fees
- Approve/Eligible DO Findings ran with "**CITI**" as lender left in Interim status **NOT FINAL**
- Tri-merge credit report (Must be one used with DO Findings), No older than 60 days

All of the above and BOLD items below are required for submission to UNDERWRITING

- VA Certificate of Eligibility, VA Form 26-8320 or ACE Generated COE**
- Credit Alert: CAIVRS showing clearance**
- Case number and appraisal assignment VA Form 26-1805**
- DD 214**
- Final Typed 1003 & VA Loan Summary VA-Form 26-0286**
- Addendum to the URLA VA-Form 26-1802a** (Pages 1&2 fully completed & signed by borrower and broker)
- Completed and signed 4506T by all borrowers** (separate form if Joint on Return and must be same address as shown on return)
- Borrowers Authorization**
- 2 Years Employment/Income documentation** (One full months Paystubs, 2 years W2's, 2 years tax returns signed by borrower)
- Verification of assets** (Most recent 2 months statements, all pages, all accounts shown on 1003, large deposits must be sourced, no neg. balances)
- 1 Years Housing Verification: Verification of Mortgage if not shown on credit report OR 12 months cancelled rent checks** (VOR form allowed from management company only not private landlord)
- Evidence of social security number, if not on paystub or W-2
- Social Security Consent Form (Must be CPF Form, when required)
- Payoff statement (Refinance only)
- Appraisal Report from VA assigned appraiser (Uploaded in COLOR)
- Appraiser License
- VA Condo approval (if applicable)
- Divorce decree (If applicable)
- Executed Purchase agreement, Amendatory Option Clause and all addendums (Purchase only)**
- Earnest Money Verification/Copy of cancelled checks (front and back, sourced)
- Gift letters and supporting docs per CPF guidelines
- Federal Collection Policy Notice VA-Form 26-0503
- Disability Questionnaire
- Notice to borrower regarding Assumption
- Child Care Statement
- Nearest Living Relative Statement
- Certified True Statement or stamped paystubs, W-2's, bank statements and purchase contract
- Debt Questionnaire VA-Form 26-0551 & VA questionnaire regarding disability
- Verification of VA Benefits VA-Form 26-8937 (if applicable)
- Counseling checklist for Military Borrowers VA-Forms 26-0592
- Statement of Service (for Active Military Borrowers)
- All other applicable and state specific Broker Disclosures (signed by all borrowers)
- Termite Inspection (If applicable, NPMA 33)
- Closing Fee Sheet
- Title Commitment - (Must show 24 month chain)
- CPL, Wire, E&O, Attorney fee sheet/Prelim HUD
- Insurance binder (showing premium, PIF or amount due and CPF loss payee as shown on top of this form)/Condo Master Policy and HO6
- Other: _____
- Reminder:** You must select "Final" under the "Actions tab" in Avista to submit for initial disclosure AND any resubmission for corrections on disclosure and/or underwriting.

NOTE: This checklist is to assist you in submission only, additional documentation may apply. Please visit us at www.clearpointfunding.com for complete products and guideline information.

Assignment and True Certification

I hereby assign and/or transfer the above loan to ClearPoint Funding and certify that all documents are true and correct to the best of my knowledge.

Signature: _____ Printed Name: _____ Date: _____