

BORROWER(S) NAME:

LOAN NUMBER:

A) MANDATORY UNDERWRITING SUBMISSION REQUIREMENTS

- ☐ Land Home Financial Services, Inc. Submission Checklist
- ☐ Initial URLA & Addendum (if applicable)
- ☐ AUS Findings - Approved / Eligible (All AUS findings must be ran through [DASH](#). LHFS will no longer accept “Released or Assigned”)
- ☐ Credit Report (dated within 90 days and Brokers Credit Report must show OFAC findings)
- ☐ Income Documentation
 - ☐ W2 only (Borrower(s) requiring Tax Return to validate income not eligible)
 - ☐ Paystubs and W-2's may not be substituted with a written verification of employment.
 - Does not apply to conventional Fannie Mae (DU) transactions that utilize Day 1 Certainty
 - ☐ Day 1 Certainty Income encouraged.
- ☐ Asset Documentation per AUS Findings (Showing Sufficient Funds)
 - ☐ VOD's are not acceptable for asset documentation alone
 - ☐ Day 1 Certainty Assets encouraged
- ☐ Current, unexpired government issued ID's and social security number are required for each Borrower
 - ☐ Maximum 1 loan application with a maximum of 2 borrowers, including title only borrowers
- ☐ Earnest Money Deposit
- ☐ Valid Purchase Contract
- ☐ Mortgage Note or Payment Coupon to determine benefit (refinance only)
- ☐ Confirm the following prior to submission:
 - ☐ Primary residence only
 - ☐ Borrower may only own one (1) property. One (1) financed property-subject property only at time of closing. Departing residence must be sold on purchase transactions.
 - ☐ SFR, PUD, and Townhome only
 - ☐ 80.00% LTV/CLTV or less
 - ☐ Trusts and POA's are not permitted

B) TPO PARTNER DISCLOSED LOANS (INCLUDE SECTION A)

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| <ul style="list-style-type: none"> <input type="checkbox"/> INCLUDE ITEMS FROM SECTION (A) ONLY <input type="checkbox"/> Loan Estimate (LE) and any revised LEs and COCs <input type="checkbox"/> Service Provider List <input type="checkbox"/> Broker Itemization of Fees and Title/Settlement Fee Quote (unless LHFS disclosed initial LE) <input type="checkbox"/> Intent to Proceed (Acknowledged by Borrower or Broker) <input type="checkbox"/> Acknowledgement of Receipt of Your Home Loan Toolkit <input type="checkbox"/> Affiliated Business Arrangement (if applicable) <input type="checkbox"/> Signed and completed 4506C | <ul style="list-style-type: none"> <input type="checkbox"/> CA Domestic Partnership (non-married borrowers; 2 boxed must be checked) If not using FNMA 1003 that includes domestic partnership language <input type="checkbox"/> Homeownership Counseling Disclosure <input type="checkbox"/> Mortgage Loan Origination Agreement <input type="checkbox"/> CA MLDS or both (a) a Loan Estimate and (b) an executed CA LE Addendum <input type="checkbox"/> Social Security Verification Form – Must be on LHFS form. <input type="checkbox"/> All State Required Broker Disclosures |
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LHFS LOSS PAYEE CLAUSE

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