

SUBMISSION DATE			LENDER LOAN #	
LENDER				
ACCOUNT EXECUTIVE				
CONTACT NAME			CONTACT PHONE	
CONTACT EMAIL				
BORROWER NAME(S)				
CREDIT SCORES	BORROWER		CO-BORROWER	
SUBJECT PROPERTY				
PROPERTY TYPE			LOAN PURPOSE	
TERM (MONTHS)			LOAN AMOUNT	
LOAN-TO-VALUE (LTV)			APPRAISED VALUE	
ESTIMATED CLOSING DATE			PURCHASE PRICE	
PROGRAM BASE RATE			RATE ADD-ON/REASON	
RATE ADD-ON/REASON			RATE ADD-ON/REASON	
RATE ADD-ON/REASON			SUBMITTED RATE	
PREPAYMENT TERM			RISP/EXCESS YIELD	
ADMIN/DELIVERY FEE				

SUBMISSION CHECKLIST

- HTLPM SUBMISSION FORM
- SIGNED DISCLOSURES
- 1003 (FOR EACH PERSON/GUARANTOR/ENTITY)
- CREDIT REPORT (FOR ALL BORROWERS)
- ENTITY LOANS:**
 - A. ARTICLES
 - B. BYLAWS
 - C. CERTIFICATE OF GOOD STANDING
 - D. RESOLUTION TO BORROW
- ASSETS (AS REQUIRED FOR QUALIFYING)
- LEASE OR RENTAL AGREEMENT(S)
 - A. DEBT SERVICE COVERAGE RATIO (DSCR) ANALYSIS
 - B. RENTAL 1007 FORM OR AREA ANALYSIS
- PURCHASE CONTRACT (IF APPLICABLE)
 - COMPLETE SUBJECT PROPERTY ADDRESS AND PURCHASE PRICE (EXACT SPELLING TO MATCH 1003)
 - INCLUDING ALL, IF ANY, ANNENDUMS AND/OR COUNTER OFFERS
- PRELIMINARY TITLE REPORT FOR SUBJECT PROPERTY
 - EFFECTIVE DATE ≤ 60 DAYS FROM SUBMISSION DATE
- APPRAISAL AND APPRAISAL INVOICE
 - APPRAISAL MUST BE DATED ≤ 120 DAYS FROM NOTE DATE
 - APPRAISAL MUST INCLUDE COLOR PHOTOS (GRAY SCALE APPRAISAL WILL NOT BE ACCEPTED)
 - APPRAISAL INVOICE REQUIRED FOR VERIFYING ORDER AND PAID DATES (IF NOT ON THE INVOICE DOCUMENTATION FROM AMC REQUIRED TO CONFIRM THE DATES)
- PAY HISTORY (INCLUDING LAST 12 MONTHS)
- PAYOFF DEMAND(S)
- BUSINESS PURPOSE LETTER/EVIDENCE OF SELF-EMPLOYMENT (RESIDENTIAL LOAN REQUEST)
- ESTIMATED CLOSING STATEMENT
- LETTER OF EXPLANATION (AS REQUIRED)
- INSURANCE BINDER

NOTES

