

Submit this Eligibility Review Submission Form along with the documents outlined below. All loans must be fully processed to AUS findings (see below requirements). Loan submissions missing required documents will not be reviewed until all required documents have been received. Reviews performed by Pennymac are only to evaluate secondary marketing purchase eligibility. They are not, nor should they be interpreted as a credit decision or loan approval.

Credit decisions and compliance with applicable regulations are the responsibility of the lender/correspondent.

**Contact Information**

Correspondent Name: \_\_\_\_\_ Corr. ID# \_\_\_\_\_  
 Main Contact for decision/questions:  
 Name / Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Special Instructions (attach cover letter if desired)  
 \_\_\_\_\_  
 \_\_\_\_\_

**Requested Terms**

Borrower(s) Name: \_\_\_\_\_  
 Subject Property Address: \_\_\_\_\_  
 Loan Amount: \_\_\_\_\_ Appraised Value: \_\_\_\_\_ Interest Rate: \_\_\_\_\_  
 Loan Program (Conv/FHA/VA): \_\_\_\_\_ Property Type: \_\_\_\_\_  
 Close of Escrow or Target Closing Date: \_\_\_\_\_

**\*Any loan submission which does not meet the minimum submission requirements outlined below, will result in the loan being placed in Unacceptable Eligibility Delivery. Loans in Unacceptable Eligibility Delivery are NOT in line to be Underwritten. All loans placed in Unacceptable Eligibility Delivery will have 3 business days to solve prior to being underwritten\*\***

**Conventional and Government Loan Submission Checklist**

\*INDICATES DOCUMENT IS REQUIRED TO INITIATE REVIEW

|   | CONV | FHA | FHA Streamline | VA | VA IRRRL |
|---|------|-----|----------------|----|----------|
| **DU/DO/LP (Approve/Eligible)   | X    | X   |                | X  |          |
| **Complete Initial Signed and Dated URLA (Signed by Borrower and Loan Officer)  | X    | X   | X              | X  | X        |
| **Credit Report for All Borrowers to Match AUS  | X    | X   | X              | X  | X        |
| **Verification of Income for All Borrowers as Required by the AUS (YTD Pay Stubs, W2's, WVOE, etc.)   | X    | X   |                | X  |          |
| **Verification of Assets as Required by the AUS (2 months Bank Statements)  | X    | X   |                | X  |          |
| **Purchase Agreement, Fully Executed & Initialed by all Parties (if Applicable)   | X    | X   |                | X  |          |
| **FHA 92900 A Pages 1&2 (Fully Executed)  |      | X   | X              |    |          |
| **FHA 92900 B   |      | X   | X              |    |          |
| **FHA Connection Evidencing Case Assignment (Pennymac Loan Services as Sponsor)   |      | X   | X              |    |          |
| **FHA Connection Refinance Authorization  |      | X   | X              |    |          |
| **Current Payoff Demand Letter  |      | X   | X              |    | X        |
| ** [VA IRRRL] AVM to establish value and acceptable FSD not to exceed IS. Pennymac HVE, Corelogic GeoAVM, Collateral Analytics, Freddie Mac HVE. PennyMac HVE can be located at <a href="https://www.gopennymac.com/home-value-estimator">https://www.gopennymac.com/home-value-estimator</a> |      |     |                |    | X        |
| **VA Home Loan Guaranteed Initial Cash-Out Refinance Comparison Certification Fully Completed & Executed, 2nd Mortgage Information Required if applicable (3 Business Days From Initial Application)  |      |     |                | X  |          |
| **Documentation to Validate Existing Loan in Section I of VA Cash-Out Certification (Most Recent Months Mortgage) Statement/VOM from Servicer/Current Payoff Demand, and/or Note  |      |     |                | X  |          |
| **VA Form 26-1802a Initial (Executed by Loan Officer/Borrower)  |      |     |                | X  | X        |
| ** Initial Old vs New Loan Comparison Form (VA IRRRL)   |      |     |                | X  | X        |
| **VA Certificate of Eligibility. If IRRRL, LCG Hub print out documenting LIN number & exempt/non-exempt status can be provided in lieu of Certificate of Eligibility  |      |     |                | X  | X        |
| 1008 (Consistent with 1003 & AUS)   | X    |     |                |    |          |
| Condo Requirements- Limited v Full Review- If New Construction FNMA PERS Approval Required  | X    |     |                |    |          |
| Preliminary Title Report (24 month chain of title)  | X    | X   | X              | X  |          |
| Appraisal Report (VA: Ensure that VA LCGHub has VAAppraisal@pennymac.com entered so Pennymac is notified once the VA Appraisal has been completed. FHA: Additionally, send the XML file to your Pipeline Account Manager)   | X    | X   |                | X  |          |
| UCDP SSR FNMA/FHLMC Documentation (CU score required)   | X    |     |                |    |          |
| Confirmation of EAD (Electronic Appraisal Delivery)   |      | X   |                |    |          |
| LOE for derogatory credit, employment gaps, or debts to be excluded from DTI  |      | X   | X              | X  |          |
| Mortgage Insurance Certificate  | X    |     |                |    |          |
| Escrow Instructions (if Applicable)   | X    | X   | X              | X  |          |
| IRS Transcripts   | X    | X   |                | X  |          |
| HUD or VA Approved Condo Documentation  |      | X   |                | X  |          |
| Proof all mortgages paid current through the funding month (Prior to Funding)   | X    | X   | X              | X  | X        |
| Verbal VOE (Refer to Product Profiles for Requirements- Including FHA Streamline & VA IRRRL)  | X    | X   | X              | X  | X        |
| Insurance, Flood, and MI Documentation- Refer to Seller's Guide and Product Profiles  | X    | X   | X              | X  | X        |
| Confirmation of Clear CAIVRS  |      | X   | X              | X  | X        |
| FHA 92800 B   |      | X   | X              |    |          |
| FHA 92900 LI  |      | X   | X              |    |          |
| FHA 92800.5 B   |      | X   | X              |    |          |
| VA Form 26-1820   |      | X   | X              |    |          |
| VA Loan Analysis  |      |     |                | X  | X        |
| Net Tangible Benefit- Refer to VA IRRRL & FHA Streamline Product Profiles   |      | X   |                | X  | X        |
| Evidence of Current Value Required- Refer to VA IRRRL Product Profile   |      |     |                | X  | X        |
| CNMA and FHA/VA Seasoning Requirements- Refer to Product Profile  |      | X   | X              | X  | X        |
| VA 26-8923 Interest Rate Reduction Refinancing Loan Worksheet   |      |     |                |    | X        |
| Loan Must Close Within 1% Borrower Origination Fees   |      |     |                | X  | X        |
| VA IRRRL Lender Certification Statement   |      |     |                |    | X        |
| Loan Current Certification  |      |     |                | X  | X        |
| Loan Quality Certification  |      |     |                | X  | X        |
| VA 26-8937 Verification of Benefits   |      |     |                | X  | X        |
| VA 26-0592 Counseling Checklist   |      |     |                | X  | X        |
| VA Nearest Living Relative Form   |      |     |                | X  | X        |



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