|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| --- |
| Contact Information |
| Universal Loan Identifier (ULI): |  |  |  |
| Borrower(s) Name: |  |  |  |

 |
|  |
| Seller Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Contact / Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requested Terms |
| Borrower(s) Name: |  |  |  |
| Subject Property Address: |  |  |
| Loan Amount: | ­­­­ |  | Appraised Value: |  |  LTV/CLTV: |   |
| Loan Program: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Occupancy Type: \_\_\_\_\_\_\_\_\_\_\_\_\_ Transaction Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| FICO: \_\_\_\_\_\_\_\_\_\_ |  | Qualifying Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Eligibility Review Requirements |
|  | *Required Documents to Initiate Review* |
| [ ]  | Complete 1008 (Include underwriter comments to explain pertinent issues) |
| [ ]  | Initial 1003 (signed by Borrower and LO) |
| [ ]  | Credit Report for all Borrowers |
| [ ]  | Income Documentation – (See guidelines for complete requirements on Salaried, Self-Employed, Rental) |
| [ ]  | Complete Asset Documentation for all assets reflected on 1003 (see guidelines) |
| [ ]  | Purchase Agreement (if applicable) |
| [ ]  | Closing Instructions (if applicable) |
| [ ]  | Payoff Demand (if applicable) |
| [ ]  | Preliminary Title report (24 month chain of title) |
|  |  |
|  | *Other Documents Needed For Review* |
| [ ]  | Appraisal Report |
| [ ]  | 1st generation PDF required |
| [ ]  | Third party appraisal review product ***PDA*** from Old Republic or ***CDA*** from Clear Capital (Provide with appraisal) |
|  |  |
| [ ]  | Explanation / documentation of any large deposits |
| [ ]  | LOE for any derogatory credit, employment gaps or omitted debts & Inquiry letters within 90 days |
| [ ]  | IRS Transcripts (per guidelines) |
| [ ]  | Current year profit and loss and balance sheet for all self-employed businesses present on 1040s |
| [ ]  | Lender income calculation worksheet |
| [ ]  | Condo Requirements (refer to FNMA questionnaire https://www.fanniemae.com/content/guide\_form/1076.pdf)  |
| [ ]  | Limited Review – HOA cert., proof of adequate Insurance  |
| [ ]  | Full review – HOA cert., Budget, CC&Rs, Proof of adequate Insurance |
|  |  |
|  | *Credit Related Pre-Purchase Closing Documents* |
| [ ]  | Proof all mortgages paid current through fund month |
| [ ]  | VVOE within required time from close |
| [ ]  | Insurance: Hazard, HO6, Flood (Refer to Sellers Guide) |

*Loan Delivery/Note Endorsement Information*

**The original of the Note must bear the following endorsement: PAY TO THE ORDER OF PENNYMAC LOAN SERVICES, LLC WITHOUT RECOURSE**