



Conventional Non-Delegated Eligibility Submission Form

Please submit this Eligibility Review Submission Form along with the documents outlined below. All loans must be fully processed to AUS findings (see below requirements). For loan submissions to be reviewed, please make sure that all required documents are received. Reviews performed by Pennymac are only to evaluate secondary marketing eligibility, and are not considered a credit decision or loan approval.

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

Contact and Loan Information

Main Contact Name: _____ Email: _____

Phone Number: _____ Borrower Name: _____

Property Address: _____ Closing Date: _____

Required for Initial Submission

*Please Upload the Following Items to Avoid a Delay in Underwriting

DU/DO/LP (Approve/Eligible)

Complete Initial Signed and Dated 1003/1008 (Signed by Borrower and Loan Officer)

Credit Report for All Borrowers to Match AUS

Verification of Income for All Borrowers as Required by the AUS (Tax Returns With All Schedules, YTD Pay Stubs, W2's, WVOE, etc.)

Verification of Assets as Required by the AUS (2 Months Bank Statements)

Purchase Agreement, Fully Executed & Initialed by all Parties (If Applicable)

Additional Documentation

Condo Requirements- Limited v Full Review- If New Construction Fannie Mae PERS Approval

Required Preliminary Title Report (24 Month Chain of Title)

Appraisal Report

UCDP SSR Fannie Mae/FreddieMac Documentation

Letter of Explanation for Derogatory Credit, Employment Gaps, or Debts to be Excluded from DTI

Mortgage Insurance Certificate (If Applicable)

Escrow Instructions (If Applicable)

IRS Transcripts (Self-Employed Borrowers Only)

Proof all Mortgages Paid Current Through the Funding Month (Prior to Funding)

Verbal Verification of Employment (Refer to Product Profiles for Requirements)

Insurance, Flood, and MI Documentation- Refer to Seller's Guide and Product Profiles



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