



HAUSM CHECKLIST

GENERAL INFO:

Date (MM/DD/YYYY): _____

Originator: _____

Borrower Name: _____

Phone: _____ Email: _____

Co-borrower Name: _____

Phone: _____ Email: _____

Current Address: _____

Subject Property Address: _____

HOI Contact Info: _____

Closing Date(MM/DD/YYYY): _____

LOAN INFO:

Purchase Refinance

Net Tangible Benefit: _____

Lender: _____

Program: _____

Rate: _____

Loan Amount: _____ Purchase Price/Value: _____

Expected Credit to Borrower: _____

FEES: IN OUT

PAYMENT TO HAUSM: Lender Paid Borrower Paid

_____ %

Escrow: YES NO

MI Type: BPMI LPMI N/A

Broker Core

Lock Float

Appraisal Paid By: Borrower Company

REQUIRED DOCS THAT MUST BE PRESENT IN ORDER TO SUBMIT

PURCHASE H (Have) N (Need) NA (Not Applicable)

MINIMUM REQUIRED DOCUMENTS

H N NA

- Last 2 years W2s and 1040s including all schedules
- If self-employed, last two years' corporate tax returns and year-to-date profit & loss statement
- Past 30 days computerized pay stubs, to include year-to-date earnings
- 2 months current bank and asset account statements including all pages (no screen prints)
- Drivers License or State ID Card
- Purchase Agreement if applicable
- Copy of Cancelled Earnest Money Check (edited)
- Listing Agent Name and Phone Number
- Selling Agent Name and Phone Number
- Sellers Attorney Name and Phone Number
- Buyers Attorney Name and Phone Number

IF APPLICABLE

H N NA

- Condominium Declarations Bylaws and Budgets
- HOA Coupon
- Copy of Gift Check and Signed Gift Letter

IF YOU OWN ADDITIONAL REAL ESTATE, PLEASE PROVIDE THE FOLLOWING DOCUMENTATION FOR EACH PROPERTY

H N NA

- Copy of Gift Check and Signed Gift Letter
- Copy of Tax Bills
- Copy of Leases
- HOA Coupons
- Copy of Homeowners Insurance Bills or Agent Contact Information

NOTES: