

Conventional Loan Submission



GMFS
CHANGING LIVES

gmfspartners.com

CLIENT INFORMATION			
Company Name			District Director
Loan Officer			LO Email
Processor			Processor Email
Contact Phone			Other Contact
Affiliate Charges	Yes	No	Affiliate Name

LOAN INFORMATION							
Rate Lock	Lender Paid	Borrower Paid	Locked	Floating	No Fee Option		
Loan Purpose			Loan Amount	\$	Sales Price		\$
Occupancy Status			Interest Rate	%	LTV	CLTV	
Mortgage Ins <small>(required > 80% LTV)</small>	Yes	No	If yes:			MI Provider	

DISCLOSURE DELIVERY METHOD					
Method of Delivery of Initial Loan Estimate	Emailed	Mailed	Hand Delivered	E Delivered	Other
Method of Delivery Loan Estimate #2 <small>If postal mail is chosen, 3 days are required for delivery</small>	Emailed	Mailed	Hand Delivered	E Delivered	Other

PURCHASE AGREEMENT CONTACT INFORMATION	
Buyer's Real Estate Company:	Seller's Real Estate Company:
State License ID:	State License ID:
Buyer's Real Estate Agent:	Seller's Real Estate Agent
Agent State License ID:	Agent State License ID:
Mailing Address:	Mailing Address:
Agent Email:	Agent Email:
Agent Phone Number:	Agent Phone Number:

DOCUMENTATION REQUIRED FOR SUBMISSION <small>(if applicable)</small>			ADDITIONAL DOCUMENTATION THAT WILL BE NEEDED <small>(if applicable)</small>	
Purchase Agreement	Fee Worksheet	Asset documentation	Payoffs	HVCC cert
Credit Report	1003 - initial	Gift Letter	Title	Appraisal
Supplemental Credit Report	1003 - updated		HOI Dec Page	2 nd Appraisal
VOM's and VOR's	LOX from borrower(s) for derogatory credit & inquiries		Flood Dec Page	UCDP Reports
LOX notes to UW	Executed disclosures**		Cancelled EMD Check	Rate Lock
AUS Findings - released to GMFS	Borrower (s) most recent VOE's , W-2s, paystub		Termite Cert	BK, Divorce, etc docs
	Borrower (s) Misc income docs- child support, SSI etc		HOA cert	2 nd Mortgage Note

Please upload completed form via broker portal and attach all required documents- upload as Full Package Initial (portal)

**Check gmfspartners.com for an exclusive list of disclosures.



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