



Loan Submission Checklist

Broker Processing

SRTeam Processing

Borrower(s) Name _____ Loan # _____

Required Documents for Submission:

- Counseling Certificate-signed & dated.
- Application package (*including 1009, GFE, and all disclosures*)- signed & dated.
- Driver's License or State ID card or Passport-legible copy & unexpired
- Social Security Card or Social Security Benefit Statement (SSA-1099)
- Homeowner's Insurance Declaration Page (*coverage, agent name and phone*)
- Mortgage/Lien Statement-most recent
- Condo Approval (*proof of condo approval from FHA website for ALL condos*) if applicable
- Purchase Contract if applicable

All pages of applicable income documents:

Social Security Income:

- Award/Benefit Letter AND Most Recent SS-1099 OR Current Bank Statement

Self-Employment Income:

- Most recent 2 years tax returns (1040's)
- Year-to-date Profit and Loss Statement
- Most recent 2 years business tax returns (*if incorporated*)

Pension Income:

- Pension Award letter with Benefit Term OR Most recent Bank statement and 1099 or most recent 2years tax returns

Employment Income:

- 30 days' pay stubs AND 2 years W2's

Additional documents to obtain prior to underwriting (*if applicable*):

- HOA contact information and/or prior 24-month payment history
- Homeowners insurance pay history
- Flood Insurance Policy Information
- Trust (complete/fully executed copy)
- POA/Conservatorship/Guardian Documents (Complete/Fully executed copy) & Guardian ID & SS Verification
- Doctor's Letter (If using POA-must include date of diagnosis, date letter was written & signed by attending physician)
- Death Certificate (if deceased person is still on title)
- New Grant Deed (if vesting is going to change)
- Repair Inspections/Bids
- Asset Statements (include all pages, need 90 days for dissipation)
- Power of Attorney
- Other Real estate owned items (mortgage statement, HOI and taxes and LOE if HOA)

Note: Broker will be responsible for all pricing and adverse action (i.e. loan decline) communications with customer. GMFS Team will engage Broker for any escalations and/or assistance needed with customer (as applicable).



Loan Submission Checklist

Additional Documents Required for Purchase transactions:

- Earnest Money deposit proof (front and back copy of canceled check or wire receipt)
- 2 months bank statements showing funds to close.
- If using proceeds from the sale of the current home, please provide the executed closing statement OR contact information for the title company handling that closing.
- If using funds from an investment account, provide the most recent 2 months or quarterly statement.
- Purchase Contract (Sales Contract, FHA Amendatory Clause and Real Estate Certification)

TITLE

- Please use GMFS Preferred Vendor**
- Broker will order Title**
- Broker Selected Title Company (provide contact info below)**

Title Company Name:	
Phone Number:	
Email:	
<input type="checkbox"/> Please confirm that the title company can generate a HUD-1 with GFE comparison (HECM loans cannot close on a CD)	

APPRAISAL

- Please use GMFS preferred vendor**
- Broker will order Appraisal**

Who should the appraisal management company call for appraisal scheduling?

Note: Payment is needed prior to scheduling. GMFS Team will call the contact for payment.

Contact Name:	
Phone Number:	
Email:	
Responsible party for payment:	
Phone # (If other than borrower):	
Email:	
Note: The party that orders the appraisal must also obtain any conditions as indicated by the underwriter.	

Submission Instructions:

Upload all Supporting Documents in the LOS and 'Submit' loan and send message to SRTeam@GMFSlending.com that documents have been uploaded.

We will review all submitted items. If additional information is required, we will contact the broker to obtain necessary items.