

# USDA Loan Submission



## 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 Term     | 30 Year Only | Loan Amount | \$            | Sales Price | \$ |
| Occupancy Status | Primary Residence Only | Interest Rate | %            | LTV         |               | CLTV        |    |

## DISCLOSURE DELIVERY METHOD

|  |         |        |                |             |       |
|--|---------|--------|----------------|-------------|-------|
| Method of Delivery of Initial Loan Estimate  | Emailed | Mailed | Hand Delivered | E Delivered | Other |
| Method of Delivery Loan Estimate #2<br><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<br>(if applicable) | ADDITIONAL DOCUMENTATION THAT WILL BE NEEDED<br>(if applicable) |
|--|---|
|--|---|

|   |  |  |       |           |              |                         |                |              |              |  |           |  |
|---|--|--|-------|-----------|--------------|-------------------------|----------------|--------------|--------------|--|-----------|--|
| RD 3555-21 – pg 2 borrower only sign and pg 3 top portion must be completed | Fee Worksheet<br>1003 – Initial<br>1003 – Updated      | <table border="0"> <tr> <td>Title</td> <td>Rate Lock</td> </tr> <tr> <td>HOI Dec Page</td> <td>BK, Divorce Decree, etc</td> </tr> <tr> <td>Flood Dec Page</td> <td>Builder Docs</td> </tr> <tr> <td>Termite Cert</td> <td></td> </tr> <tr> <td>Appraisal</td> <td></td> </tr> </table> | Title | Rate Lock | HOI Dec Page | BK, Divorce Decree, etc | Flood Dec Page | Builder Docs | Termite Cert |  | Appraisal |  |
| Title   | Rate Lock  |  |       |           |              |                         |                |              |              |  |           |  |
| HOI Dec Page  | BK, Divorce Decree, etc                                |  |       |           |              |                         |                |              |              |  |           |  |
| Flood Dec Page  | Builder Docs   |  |       |           |              |                         |                |              |              |  |           |  |
| Termite Cert  |  |  |       |           |              |                         |                |              |              |  |           |  |
| Appraisal   |  |  |       |           |              |                         |                |              |              |  |           |  |
| Purchase Agreement  | Executed Disclosures**                                 |  |       |           |              |                         |                |              |              |  |           |  |
| Credit Report   | Borrower (s) most recent VOE's, W-2'                   |  |       |           |              |                         |                |              |              |  |           |  |
| Non-Borrowing Spouses Credit Report   | Borrower (s) most recent VOE's, W-2's, and paystubs    |  |       |           |              |                         |                |              |              |  |           |  |
| VOM's and VOR's   | Borrower (s) Misc income docs – child support, SSI etc |  |       |           |              |                         |                |              |              |  |           |  |
| LOX Notes to UW   | All liquid asset documentation                         |  |       |           |              |                         |                |              |              |  |           |  |
| LOX from borrower (s) for inquiries and derogatory credit                   | Gift Letters   |  |       |           |              |                         |                |              |              |  |           |  |

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

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