

Home Possible Loan Submission Form



CLIENT INFORMATION					
Company Name		District Director			
Loan Officer		LO Email			
Processor		Processor Email			
Contact Phone		Other Contact			
Affiliate Charges		Affiliate Name			
LOAN INFORMATION					
Rate Lock	<input type="checkbox"/> Lender Paid	<input type="checkbox"/> Borrower Paid	<input type="checkbox"/> Locked	<input type="checkbox"/> Floating	
Loan Purpose		Loan Term	30 Year Only	Loan Amount	\$
Occupancy Status	Primary Residence Only	Interest Rate	%	LTV	CLTV
Loan Locked	if yes			No Fee Option	
Mortgage Insurance (required > 80%)	if yes			MI Provider	
DISCLOSURE DELIVERY METHOD					

Method of Delivery of Initial Loan Estimate	Other	Emailed	Mailed	Hand Delivered	E Delivered
Method of Delivery Loan Estimate #2 If postal mail is chosen, 3 days are required for delivery	Other	Emailed	Mailed	Hand Delivered	E Delivered

PURCHASE AGREEMENT CONTACT INFORMATION	
Selling Real Estate Company:	Listing Real Estate Company:
Selling Company State License ID:	Listing Company State License ID:
Selling Company Phone Number:	Listing Company Phone Number:
Mailing Address:	Mailing Address:
Selling Real Estate Agent:	Listing Real Estate Agent:
Agent State License ID:	Agent State License ID:
Agent Email:	Agent Email:

DOCUMENTATION REQUIRED FOR SUBMISSION (if applicable)		ADDITIONAL DOCUMENTATION THAT WILL BE NEEDED (if applicable)	
Purchase Agreement	Fee Worksheet	Payoffs	2 nd Appraisal
Credit Report	1003 – Initial	Title	Rate Lock
Supplemental Credit Report	1003 – Updated	HOI Dec Page	BK, Divorce Decree, etc
VOM's and VOR's	Executed Disclosures**	Flood Dec Page	2 nd Mortgage Note
LOX to UW	Borrower (s) most recent VOE's, W-2'	Termite Cert	Builder Docs
LOX from borrower(s) for inquiries and derogatory credit	Borrower (s) most recent VOE's, W-2's, and paystubs	HOA Cert	
AUS – released to GMFS	Borrower (s) Misc income docs – child support, SSI etc	HVCC Cert	
No manual UW – must be approved in AUS for Home Ready program	Asset documentation Gift Letters	Appraisal	

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

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The following checklist is a helpful guide in some of the key eligibility rules. Compliance with the list below does not guarantee eligibility and the lender must refer to the full GMFS Home Ready Process and Guidelines for eligibility rules.

Home Buyer education course is only required on **HOME POSSIBLE** when both borrowers are first time home buyers.

Home Possible

- ✓ Max LTV is 95%
- ✓ Allows 1-4 unit properties
- ✓ Must have Accept/Eligible LP Findings

All LP Home Possible loans must have the following 3 items that match:

- ✓ LP AUS Findings that reflect the correct Home Possible program
- ✓ GMFS Rate Lock (if currently locked) that reflects the proper Home Possible program
- ✓ Loan is registered into our system with the correct GMFS program code that reflects the correct Home Possible program.

