GMFS PARTNERS

GET YOUR BORROWER PRE-APPROVED — WITH OR WITHOUT A PROPERTY ADDRESS

Prelook Request Process Guide

Required Items to Request a Prelook

All documents below must be uploaded to Connect under the **Full Initial Package** document label.

FULL PRELOOK REQUIREMENTS

1. Fully completed URLA/1003
2. Credit
3. Approved/Eligible AUS
4. Income documents:
   - Most recent paystub with YTD information
   - W-2s as required. If commissions, bonus, or OT are paid, a WVOE is required to show the breakout of amounts paid in each category for previous year(s).
   - Self-employed borrower(s): most recent 1–2 years of tax returns with all schedules (including K-1), as applicable. Include business returns if applicable.
   - Include any LOX that may clarify unusual considerations. If a gap exists, provide the reason(s) and the dates the gap began and ended.

RD — In addition to the above:

1. Full written VOE for ALL borrowers
2. 2 full years of W-2s for ALL borrowers
3. 2 full years of tax returns for all household members receiving income

NOTE Any household members 18 or older and employed will require all income docs as well.

4. Letter of Explanation of where assets for closing and/or reserves will come from (a simple memo to the assets eFolder matching the URLA is needed).

INCOME-ONLY PRELOOK REQUIREMENTS

1. Fully completed URLA/1003
2. Income documents:
   - Most recent paystub with YTD information
   - W-2s as required. If commissions, bonus, or OT are paid, a WVOE is required to show the breakout of amounts paid in each category for previous year(s).
   - Self-employed borrower(s): most recent 1–2 years of tax returns with all schedules (including K-1), as applicable. Include business returns if applicable.
   - Include any LOX that may clarify unusual considerations. If a gap exists, provide the reason(s) and the dates the gap began and ended.

RD — In addition to the above:

1. Full written VOE for ALL borrowers
2. 2 full years of W-2s for ALL borrowers
3. 2 full years of tax returns for all household members receiving income

NOTE Household members LOX stating names, ages, and whether employed or not.

Select **“Request Prelook”** in Connect

NOTE

- A Prelook request does not prevent the loan from being recognized as a complete application. If all six TRID application elements are entered at registration, the system will establish an application date and applicable disclosure timing requirements will apply.
- For a purchase Prelook where a property has not yet been identified, the address can be entered as TBD.