

Loan Officer Submission Checklist

Fully executed MLO Agreement (or TX Mortgage Company Disclosure if TX) - if this is not obtained prior to submitting to Processing, please alert the Processor to send when initial disclosures are sent.

COMPLETE 1003. Please do NOT put in the street address. This is the only component of the 1003 that should be missing. Please pay close attention to the following*

- SSN and DOB are verified and name is as it appears on the drivers license.
- Sales price and interest rate you would like disclosed.
- Dependents and ages on page 1 (gets missed frequently)
- Marital status on page 1 (gets missed frequently)
- Refinance information on page 1 (gets missed frequently)
- Accurate years lived in current residence. Exactly 2 years is a red flag
- Prior residence information if less than 2 years at current
- Complete Employment history with Dates, Address and Phone number for VOE.
- Accurate Bank account info with account numbers and accurate balance.
- Date Built, Date Acquired and original purchase price for REFI
- Accurate REO if applicable. Please verify DTI on DU findings.
- PLEASE ASK THE GOVIES.
- Please input any seller concessions on page 4
- Please fill out the FHA/VA Addendum completely if applicable.

DU/DO with an Approve/Eligible that matches current DTI, LTV and reserves values. Please also read the findings and make sure that they coincide with the actual scenario of the borrower. If this is a Non-QM or manual underwrite deal, please explain in the conversation log and be sure the loan follows those applicable guidelines.

- **All supporting documents** uploaded and properly labeled in Calyx **“Dated” the same day file is sent to processing.**
 - 2 years W2
 - 30 days MOST RECENT pay stubs
 - 2 months MOST RECENT bank statements. Watch out for NSF and Deposits
 - Drivers License
 - Purchase contract and all associated docs
 - Divorce Decree with child support if applicable
 - Tax returns per DU if self employed
 - Current HOI and Mortgage Statement if REFI or on REO
 - DD 214 Member Copy 4 if VA (unless you have VA COE already)

- **Fee Worksheet** in Calyx Point is completed and should include
 - Fees you want disclosed. It is highly advisable that the LO gets title fees from title
 - 3rd party processing should **always** be disclosed even if you are self processing
 - Please verify that the cash to close looks accurate at the bottom of the fee sheet.

- **Anti-Steering Disclosure** must be filled out with that days pricing for all loans except borrower paid comp EXCEPT UWM (they require on both comp types)

- **Track- Agent List** in Point to have Title Company information completed for refinances

- **Conversation Log** in Calyx (Utilities dropdown) Please tell story that is not on the 1003. Highlights should include
 - What lender, interest rate promised and program specific to lender.
 - IF there are any credits needed to be given at closing.
 - How income was calculated.
 - When the appraisal can be ordered.
 - Address anything that you think may put hair on the deal and how you plan to appeal to underwriting.

 - **VA Loans** – Please make sure to fill out all VA screens in Calyx. These screens generate proper VA disclosures. Please ask the clients the related questions such as nearest living relative and dates of military service. This will delay disclosure going out if not complete. ALSO, Proper calculation of the residual income is imperative on lower income or high DTI loans. For a tutorial please see the employee section of Nexamortgage.com.

Please e-mail the submission form directly to the processor you are working with or if you need to find a processor to take it send to processors@nexamortgage.com (or reach out to Third Party Processing company if you are not using SMP).

The Submission form can also be found at the link below:

https://docs.google.com/document/d/1pZpQsdExYmn2IL619_LGxIjPzR4Of2a6zYZx5wiV84/edit