



Please fulfill minimum submission requirements to expedite review and approval.

Thank you for your loan submission. Please complete this form in its entirety and include all required documents, as listed below, with your submission. Only complete submissions will progress to Underwriting.

CONTACT INFORMATION

Broker:

Acct Executive:

Main Contact, for decisions/questions below:

Contact:

Phone:

Title:

Email:

REQUESTED LOAN TERMS

Submission Type: ☐ Full Submission ☐ Disclosures Only Disclosures By: ☐ Broker ☐ Lender

Loan Application Date:

Estimated Closing Date:

Borrower:

Co-borrower:

Borr. Email:

Cobo. Email:

Subject Property:

1st Loan Amount:

1st Loan LTV

2nd Loan Amount:

2nd Loan LTV

Appraised (Est) Value:

Loan Purpose:

☐ Concurrent Second Program:

Buydown? ☐ 2/1 ☐ 1/0 Interest Rate:

Term:

Purchase Price:

Loan Type:

Occupancy:

Property Type:

Mtg. Insurance:

Lender Fee Buyout? ☐ UW Fee ☐ Doc Fee Impounds? ☐ Yes ☐ No

How should LP handle Borrower Credit Report?* ☐ Pull new credit ☐ Use attached credit report

Approved Credit Vendors:

Smart Fees? ☐ Yes ☐ No Credit Report Fee \$

* If credit option not selected, LendingPROS will pull new credit

FHA Condo Spot Approval Request? ☐ Yes ☐ No

BROKER COMPENSATION

Comp. Type: ☐ Borrower Paid ☐ Lender Paid If Borrower Paid, Amount:

Loan Processing done in-house (not 3rd-party)? ☐ Yes ☐ No MLO & RE Agent (Buyer or Seller) the same? ☐ Yes ☐ No

If No, fee is \$ (3rd-Party Invoice with NMLS ID is Required). If Yes, provide Dual Role Disclosure; not allowed for FHA/USDA

REQUIRED DOCUMENTATION CHECKLIST

- ☐ Completed Wholesale Submission Form
- ☐ Completed 1008 (if applicable)
- ☐ Completed 1003, signed/dated by Borrower(s) and Loan Officer (if applicable, REO section must be thoroughly completed)
- ☐ Credit Report for All Borrowers and Non-borrowing Spouse (if applicable) if using Broker credit reports
- ☐ Borrower's Certification and Authorization (aka Broker Disclosures)
- ☐ Escrow/Closing 3rd Party Fee Sheet
- ☐ Broker Fee Sheet** with Supporting Invoices (including, if applicable, third-party processing invoice with NMLS ID)
- ☐ eConsent from Borrower(s) if any documents are eSigned
- ☐ All Broker-specific disclosures required per state regulations and transaction type, if applicable, Dual Role Disclosure
- ☐ Broker's completed/signed Anti-Steering Disclosure and Affiliated Business Arrangement (ABA) Disclosure, if applicable
- ☐ Supporting mortgage statement/tax/insurance information for all REO listed on 1003
- ☐ If Purchase: Purchase Agreement with all Addendums
- ☐ If FHA: FHA 92900A, pages 1 & 2, fully executed
- ☐ If FHA: FHA Case Request Form
- ☐ If FHA/VA: Streamline Mortgage Only Credit Report
- ☐ If VA: VA Form 26-1802A fully executed by Borrower(s) and Loan Originator
- ☐ If VA: VA Certificate of Eligibility
- ☐ If VA Refinance: VA Refinance Loan Comparison Disclosure (see Forms on our TPO Portal) and Mortgage Note
- ☐ If VA IRRRL: VA 26-8923 Interest Rate Reduction Loan Worksheet and VA IRRRL Loan Comparison
- ☐ If USDA: Request for Single Family Housing Loan Guarantee (Form RD 3555-21)

** Only permissible fees per federal, state, and local law are allowed.

Income Documentation Requirements

- ☐ If Wage Earner: Most recent 30 days paystubs, all borrowers (or as required per AUS) OR last 2 years W2s, all borrowers
- ☐ If Self-employed: 2 Years 1099s (as applicable), All K1s (as applicable), Tax returns (1 or 2 Years, based on program)
- ☐ If Retired: Award Letter, Retirement Statement, 1099s, or recent bank statement supporting retirement income

If Broker Disclosed, Additional Documentation Requirements

- ☐ Initial Loan Estimate (LE) with SSPL, all subsequent LEs with Change of Circumstance (COC) and supporting documentation
- ☐ All federal, state, and local initial disclosures per transaction type
- ☐ All broker-specific disclosures per state regulations and transaction type
- ☐ If FHA: All FHA required disclosures per transaction type
- ☐ If VA: All VA required disclosures per transaction type
- ☐ If USDA-RHS: All USDA required disclosures per transaction type
- ☐ If ARM: All ARM required disclosures

Mortgagee Clause: OCMBC, Inc. ISAOA 19000 MacArthur Blvd., Suite 200 Irvine, CA 92612 Lender IDs: FHA: 20996-0000-1 VA: 169917-00-00	LendingPROS Contacts: for General Inquiries Corporate Office Phone: (800) 760-1833 Lock Desk Email: lockdesk@golendingpros.com UW Scenario Desk: scenarios@golendingpros.com	 Corporate Office: 19000 MacArthur Blvd., Suite 200 Irvine, CA 92612 NMLS ID #2125
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