



LOAN SET UP / SUBMISSION FORM

Loan Officer: _____ Processor: _____ Opening Date: _____
 Borrower(s) Name _____ Closing Date: _____
 Property Address _____ Zip: _____

LOAN AMT \$	LOAN PURPOSE:	PROPERTY TYPE:	OCCUPANCY	LOAN PROGRAM:
<input type="checkbox"/> 1st <input type="checkbox"/> 2nd (accurate)	Purchase _____ Refi _____	SFR _____ UNITS # _____	O/O Non O/O	Code # _____ Term: _____
Estimated Value: _____	Refi C/O Amt\$ _____	MANUFACTURED HOME	2nd Home	Rate: _____
Sales Price: _____	Conventional _____	CONDO / PUD		Fixed: _____
Down Payment: _____	Streamline _____	<input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED		Arm Type: _____
LTV / CLTV: _____ / _____	Sub Prime _____	HOA Mo. Fee\$ _____		
DOC TYPE	FULL	ALT DOC	SIVA	NO RATIO
IMPOUNDS:	YES	NO	(Circle One)	SISA
			NO DOC	(circle one)

	1st	2nd		1st	2nd
Loan Origination	(_____ %)	(_____ %)	Discount Pt.	(_____ %)	\$ _____
Appraisal Fee	\$ _____	\$ _____	Underwriting Fee	\$ 495.00	\$ 295.00
Processing Fee	\$ 595.00	\$ 295.00	Document Fee	\$ 150.00	\$ 150.00
Appraisal Review	\$ _____	\$ _____	Tax Svc Fee	\$ 79.00	n/a
H.O.A. Cert	\$ _____	\$ _____	Wire Fee	\$ 75.00	\$ 75.00
	\$ _____	\$ _____	Flood Cert. Fee	\$ 20.00	\$ _____
	\$ _____	\$ _____	Administration Fee	\$ 85.00	\$ 45.00

APPRAISAL / CREDIT INFORMATION

APPRAISER: _____ **PHONE # :** _____

Appraisal Status:	Payment	Credit Status
<input type="checkbox"/> SMFC To Order	<input type="checkbox"/> COD	<input type="checkbox"/> Order
<input type="checkbox"/> Ordered _____	<input type="checkbox"/> COE	<input type="checkbox"/> On Hold
<input type="checkbox"/> On Hold	<input type="checkbox"/> Paid	<input type="checkbox"/> Have
<input type="checkbox"/> Inspection Date _____		<input type="checkbox"/> Tri Merged
<input type="checkbox"/> Have		<input type="checkbox"/> Full Factual
<input type="checkbox"/> Due Date _____		<input type="checkbox"/> FHA Case # _____
		<input type="checkbox"/> Hold Ordering FHA Case #

ESCROW / TITLE / AGENT'S INFORMATION

Escrow Status:	Title Status:
<input type="checkbox"/> SMFC To Order	<input type="checkbox"/> SMFC To Order
<input type="checkbox"/> Ordered _____	<input type="checkbox"/> Ordered _____
<input type="checkbox"/> On Hold	<input type="checkbox"/> On Hold
<input type="checkbox"/> Have	<input type="checkbox"/> Have
Escrow Co: _____	Title Co: _____
Escrow Officer: _____	Title Rep: _____
Phone NO.: _____	Phone No: _____
Escrow #: _____	Order # _____
Seller Agent Co: _____	
Seller Agent: _____	
Agents Phone: _____	

MIN. BORROWER(S) INFO CHECKLIST

<input type="checkbox"/> Signed Borrowers Authorization	<input type="checkbox"/> 2 Years W2's / 1040's All Schedules
<input type="checkbox"/> Signed Loan Application (complete)	<input type="checkbox"/> 2 Mos. Current Bank Statements
<input type="checkbox"/> This Loan Set Up Form (complete)	<input type="checkbox"/> Current Mtg Coupon
<input type="checkbox"/> 1 Mo. Current Paystubs	<input type="checkbox"/> Copy of Current Ins. Policy

COMMENTS
