



Minimum Document Submission Checklist (Non-QM Loans)

Below minimum documents list is for indicative purpose only and any additional document(s) may be required on case to case basis for file submission to Underwriting.

MINIMUM REQUIRED GENERIC DOCUMENTS LIST

- Signed and dated Loan Application (1003)
- Initial as well as any subsequent Loan Estimate on TRID Loans
- RESPA Compliant Initial Good Faith Estimate (GFE) and Truth In Lending (TIL) on Non-TRID Loans
- Signed and dated Borrower Certification & Authorization
- Credit Report of all applicants
- Know Before You Owe Toolkit
- List of Service Providers/Settlement Service Providers List
- New York Pre Application Disclosure and Fee Agreement Disclosure (If subject property state is NY)
- Title/Settlement Fee Quote
- Property Documents (either one of the below in case of Purchase Transactions):
 - Preliminary Title Report
 - Purchase Contract/Counter Offers/Disclosures/Addendums
 - Escrow Instructions
- Two years of employment history on 1003
- Mortgage Statement for other REO properties

ADDITIONAL DOCUMENTATION**

- Payoff Statements, if applicable
- Mortgage Payment History if mortgage ratings not on credit
- Hazard Insurance Policy for Subject Property
- Proof of Tax Payment, Hazard Insurance Payment, and HOA (if applicable) for other REO properties
- Bank Statements or Asset documents for down payments and reserves, if applicable
- Gift or Earnest Money Letters, if applicable
- Source of Large Deposits and Letter of Explanations, if applicable

**Documents are preferred to expedite the review and approval but not mandatory at initial submission.

ADDITIONAL DOCUMENTATION FOR NON-QM LOANS

- Full access letter if parties listed on the bank statement are not a borrower on the loan.
- Letter of explanation from borrower for Non-Sufficient Funds (NSF) or Overdraft in Bank Accounts.
- Documents required for "Other Income": [Click Here](#)



• Income Documents:

Full Docs	Salaried Income (12/24 months)	Any one of the below: <ul style="list-style-type: none"> • Most recent paystub (30 days YTD) • 12/24 months W2/1099/W2 transcript • Written VOE (for OT/bonus/commission)
	Self Employed (12/24 months)	Any one of the below: <ul style="list-style-type: none"> • 12/24 months personal/corporate tax returns (including K-1) • 12/24 months tax transcript
Enhanced Doc / Alternate Docs	Personal Bank Statement (12/24 months)	<ul style="list-style-type: none"> • 12/24 months personal bank statement • Business license / CPA letter for ownership percentage
	Business Bank Statement (12/24 months)	<ul style="list-style-type: none"> • Business license / CPA letter for ownership percentage and any one of the given below: <ol style="list-style-type: none"> 1. 12/24 months business bank statement 2. CPA/borrower prepared P&L statement with 2 months business bank statement 3. Business expense statement letter and 12/24 months business bank statement
	Co-mingled Bank Statement (12/24 months)	<ul style="list-style-type: none"> • Business license / CPA letter for ownership percentage and any one of the given below: <ol style="list-style-type: none"> 1. 12/24 months business bank statement & 2 months personal bank statement 2. CPA/borrower prepared P&L statement with 2 months business bank statement 3. Business expense statement letter and 12/24 months business bank statement
	Written VOE	<ul style="list-style-type: none"> • Completed VOE from HR/Payroll department • 2 months personal bank statement
Investor DSCR	-	Any one of the below: <ul style="list-style-type: none"> • Unexpired Lease agreement of the subject property • Subject property market rent schedule (Form 1007/1025)
Asset Depletion / Utilization	-	<ul style="list-style-type: none"> • Most recent 3 months account statement or a VOD • Eligible assets are: <ul style="list-style-type: none"> ○ Checking, Saving, Money market accounts ○ Stocks, Bonds, Mutual Funds ○ Retirement assets

ADDITIONAL DOCUMENTATION: FOREIGN NATIONAL BORROWERS



- Acceptable Visa types are B-1, B-2, H-2, H-3, I, J-1, J-2, O-2, P-1, P-2
- Copy of the borrowers valid and unexpired passport (including photograph)
- Copy of the borrower's valid and unexpired visa (including photograph) OR I-797 form with valid extension dates and I-94. Borrowers from countries participating in the State Department's Visa Waiver Program (VWP) are not required to provide a valid visa.
- Mailing address of the borrower in United States
- Copies of signed tax returns for last two years
- Standard documentation based on the source and type of income
- Foreign credit reference / credit report if borrower does not have US Credit