

## Pre-Close Checklist

Loan Information	
<b>Borrower Last:</b>	
<b>Property Address:</b>	
<b>Transaction Type:</b>	
<b>Program:</b>	
<b>Loan Number:</b>	

### Approval:

### Response:

All conditions of approval, prior to documents, and/or closing conditions are satisfied on the Notice of Loan Approval?	<input type="button" value="Select One"/>
Do the terms of the Notice of Loan Approval match the terms allowed by the guidelines the program was locked on?	<input type="button" value="Select One"/>
There are no inconsistencies in the data on the Approval that will negatively impact the overall approval of this mortgage.	<input type="button" value="Select One"/>

### Loan Profile 1008:

1008 details match Approval	<input type="button" value="Select One"/>
Property Type, Occupancy, Purpose, Loan Amount, LTV, DTI fit matrix limits for program selected	<input type="button" value="Select One"/>

### Loan Application- 1003:

All details match Approval & 1008. All sections completed	<input type="button" value="Select One"/>
Borrower's Intent to Proceed with Application (signed and dated within 10 days of Application)- except DSCR loans	<input type="button" value="Select One"/>
Were all changes initialed by the borrower(s), and have all parties signed and dated the loan application?	<input type="button" value="Select One"/>
The declarations section is completed.	<input type="button" value="Select One"/>
The borrower(s) have indicated that they are either perm. resident alien(s) or not US citizen(s) and required documentation was obtained	<input type="button" value="Select One"/>
The Loan Originator NMLS ID number and the Loan Originator Company NMLS ID number must be completed.	<input type="button" value="Select One"/>
Loan applications must be completed, signed, and dated by the Loan Officer.	<input type="button" value="Select One"/>
A photo ID for each borrower must be in the file. (Patriot Act Disclosure acceptable as alternative.)	<input type="button" value="Select One"/>

### Credit Report:

The borrower(s) name(s) and address on the Credit Report match the Loan Application	<input type="button" value="Select One"/>
SSN(s) on the Credit Report match the Loan Application . Was the borrower SS# verified by third party vendor and there are no discrepancies (Fraud Report)?	<input type="button" value="Select One"/>
Does Credit Report meet the min fico required by program selected?	<input type="button" value="Select One"/>
All credit items reflected on 1003 - Late payments meet guidelines for program selected	<input type="button" value="Select One"/>
All judgments and/or liens that have significant impact to the loan have been documented and/or are paid?	<input type="button" value="Select One"/>
No disputed items reflected on credit report.	<input type="button" value="Select One"/>
Seasoning met for Foreclosure, Deed in Lieu, Short Sale, Short Pay and Bankruptcy for program selected.	<input type="button" value="Select One"/>
Fraud Alerts, SSI Alerts, Identity Theft Alerts, Etc. have been addressed and cleared with documentation	<input type="button" value="Select One"/>
Are all Credit inquires made within 90 days of the loan application adequately explained by the borrower(s)?	<input type="button" value="Select One"/>
A complete credit report including all pages must be provided.	<input type="button" value="Select One"/>
Explanation letter signed by borrower(s) for all derogatory credit included	<input type="button" value="Select One"/>
Loan Modification guidelines were met, if applicable	<input type="button" value="Select One"/>

### Income:

Full Doc requirements met for program selected	<input type="button" value="Select One"/>
Alternative Doc requirements met for program selected	<input type="button" value="Select One"/>
Income calculation worksheet provided – Qualifying income matches 1008 and 1003	<input type="button" value="Select One"/>
DSCR calculated properly	<input type="button" value="Select One"/>

## Pre-Close Checklist

Paystubs, W2, Tax Returns complete and match 1003 borrower(s) details	Select One
Bank Statements complete and match 1003 borrower(s) details	Select One
<ul style="list-style-type: none"> <li>Bank Statements are consecutive for required program period</li> </ul>	Select One
<ul style="list-style-type: none"> <li>Bank Statement information correctly transferred to Income calculation worksheet</li> </ul>	Select One
<ul style="list-style-type: none"> <li>Business Bank Statements supported by borrowers ownership documentation (3<sup>rd</sup> party)</li> </ul>	Select One
<ul style="list-style-type: none"> <li>Correct Expense Ratio applied and documented if required    Standard 50%    Less = Additional Documentation</li> </ul>	Select One
Asset Qualification Doc requirements met	Select One
<ul style="list-style-type: none"> <li>Asset qualification calculations correct / match 1008 income</li> </ul>	Select One
Profit & Loss used as qualifying income	Select One
<ul style="list-style-type: none"> <li>P&amp;L complete for business type with preparers signature and professional designation with documentation</li> </ul>	Select One
Do the income calculations reached by the reviewer match the income calculations of the underwriter?	Select One
Were all job gaps (one of more months) were adequately explained and documented in the file by the borrower(s)?	Select One

### **Assets:**

Reserve requirements meet and documented for program selected.	Select One
All funds for closing and reserves were sourced and seasoned in account(s) held by the borrower for a minimum of 60 days	Select One
All funds used for closing and reserves were from acceptable source. (see guidelines for specific program selected)	Select One
Business funds used for D/P, closing and reserves with borrower(s) as 100% owner	Select One
Gift funds used for D/P and costs only (not reserves) are sourced and documented per guidelines	Select One
Validate Asset section of Loan Approval Summary reflects actual assets in file accurately	Select One

### **Purchase Contract:**

The sales contract and all addendums have been fully executed by all parties and if any, all changes property initialed	Select One
Does the borrower(s) name(s) on this document match the borrower(s) name(s) shown on the final Loan Application?	Select One
Does the property address on the Prelim match the property address on the Appraisal, Purchase Contract, and final Loan Application?	Select One
Do the names of the Seller(s) appear consistently on the documents as they appear in the file?	Select One

### **Appraisal:**

* Two appraisals in file at the time of Audit for loan greater than \$1,500,000 and HPML * One appraisal and AVM or CU 2.5 or less in file at the time of Audit for loans \$1,500,000 or less.	Select One
<b>Subject</b> details accurate to 1008/1003/Prelim	Select One
<b>Neighborhood</b> details consistent with subject & comparables	Select One
<b>Site</b> Details, zoning description consistent with property type, zoning Legal or Grandfathered, no AG or non-residential	Select One
<ul style="list-style-type: none"> <li>Highest and best use marked Yes</li> </ul>	Select One
<ul style="list-style-type: none"> <li>FEMA flood zone – No                      If, Yes – Flood insurance provided?</li> </ul>	Select One
<ul style="list-style-type: none"> <li>Utilities typical for area – no adverse conditions</li> </ul>	Select One
<b>Improvements</b> consistent with comparables/market	Select One
<ul style="list-style-type: none"> <li>Appraisal commentary on subject OK for Description, Deficiencies and Conformity</li> </ul>	Select One
<b>Sales Comparison Approach</b> – Comparable proximity as expected per neighborhood details section	Select One
<ul style="list-style-type: none"> <li>Date of comparable sales under 6 mos – over 6 mos commented on by appraiser in addendums</li> </ul>	Select One
<ul style="list-style-type: none"> <li>Subject Quality of construction similar to comps Q4 or better</li> </ul>	Select One
<ul style="list-style-type: none"> <li>Subject Condition similar to comps C4 or better</li> </ul>	Select One
<ul style="list-style-type: none"> <li>Adjusted Sales Price of Comps bracket Subject's final value</li> </ul>	Select One
<b>Reconciliation</b> – Appraisal is "As-Is"    "Subject to" value or "inspections" documented as completed	Select One

## Pre-Close Checklist

<ul style="list-style-type: none"> <li>Date of valuation consistent with initial Sales Agreement if applicable or initial 1003</li> </ul>	Select One
Appraisal Report signed and dated	Select One
<b>Supplemental Addendum</b> – Satisfactory commentary included for any questions regarding improvements, adjustments, and expanded	Select One
age of comparables or excessive distance from subject.	Select One
<ul style="list-style-type: none"> <li>All additional comments within addendum acceptable</li> </ul>	Select One
<b>Appraisal Forms Included</b> - Market Conditions Addendum (1004MC) <span style="float: right;"><b>Not Required</b></span>	Select One
<ul style="list-style-type: none"> <li>Comparable Rent Schedule (1007 for SFR)</li> </ul>	<b>Required for Investor Properties</b>
<ul style="list-style-type: none"> <li>Subject Pictures</li> </ul>	<b>Required</b>
<ul style="list-style-type: none"> <li>Comparable Pictures and Rental Pictures (on investor properties)</li> </ul>	<b>Required</b>
<ul style="list-style-type: none"> <li>Building Sketch</li> </ul>	<b>Required</b>
<ul style="list-style-type: none"> <li>Plat Map and Location Map</li> </ul>	<b>Required</b>
<ul style="list-style-type: none"> <li>Appraisal License and copy of E&amp;O Insurance</li> </ul>	<b>Required</b>

**Secondary Appraisal Review Product – Required:**

Second Appraisal – Required for loan amounts > \$1,500,000.	Select One
AVM (Collateral Desk Top Analysis, Appraisal Risk Review, CU Risk score of 2.5 or less – All loans ≤ \$1,500,000	Select One
Other Review Product (Field Review or Drive-By if used)	Select One
Correct Final Value Used - Lower of two appraisals or appraised value if review value within 10%	Select One
<b>No Appraisal Product – AVM with FSD (forecast standard deviation) Score</b>	Select One
<ul style="list-style-type: none"> <li>Correct AVM Value Reduction applied (shown on QuickPoint Matrix) LTV based on reduced AVM value</li> </ul>	Select One

**Title:**

Interest in land is <b>FEE SIMPLE</b>	Select One
Interest in land is <b>LEASEHOLD</b>	Select One
<ul style="list-style-type: none"> <li>If the property rights are Leasehold, is a copy of the lease agreement in the file?</li> </ul>	Select One
Purchase, the current owner(s) on title must match the current owner(s) on the appraisal and on the sales contract	Select One
Refinance, borrower’s name(s) must match 1003 borrower(s)	Select One
Legal description on this document match the legal description on the Appraisal?	Select One
Property address on the Prelim matches the property address on the Appraisal, Purchase Contract, and final Loan Application	Select One
Title Policy in the file clear of all exceptions	Select One

**Hazard Insurance:**

A copy of the hazard insurance policy declaration page showing adequate coverage and annual premium amount is in the loan file.	Select One
The borrowers name(s) on this document match the borrowers name shown on the final Loan Application.	Select One
Must include the correct property address or legal description	Select One
Insurance effective date must be on or before loan disbursement date.	Select One
Rent loss coverage for investor properties	Select One
Evidence of insurance must indicate premium amount.	Select One
If the property is an attached condominium or an attached PUD, then a Blanket HOA Master Policy is required. Evidence of Insurance/Policy must reference the borrowers' names and property address/unit number.	Select One
HO6 coverage is required if the Blanket HOA Master Policy does not provide "Walls In" coverage.	Select One

