

## Tax ID Max-SMC Checklist

**\*These are the requirements for Underwriting initial decision**

### Loan Program:

- 85% 30 years Fixed\*

### Borrower identification:

- Government issued photo ID.
- ITIN Letter front and back\***

### Credit:

#### Tri Merge Credit Report

- Review Max DTI Guidelines (45%)
- Requires 3 traditional Tradelines or 2 nontraditional tradelines verified for a minimum of 12 months\***
- No active collections or medical collections.
- No charge offs more than \$5,000.00 are allowed. (Charge off must be originated more than 24 months ago)
- No housing lates in the last 12 months, 1 allowed over the last 24.
- No installment lates in the last 12 months 2x30 allowed over the last 24 months.
- No bankruptcy, foreclosures, deed in lieu, or short sales.

### Income:

#### W-2 income

- WVOE
- 2 most recent paystubs\***
- 2-year 1040's\***
- 2- year 1040's transcripts
- Income Calc Worksheet (Must use income in filed taxes + YTD Paystubs)

### Self Employed

#### Full Doc

- Two years signed 1040's\*
- Year to date profit and loss
- Tax and Transcripts are required.
- Most recent three months bank statements\***
- Tax ID Max-SMC CPA-Tax Preparer Letter Template (Must use Be In Mortgage template) \***
- Two years signed Buss Tax returns 1065. 1120 if applicable\***

**Alt Doc:**

- Buss Financials P&L and Balance sheet if borrower has an Operating Company.
- CPA Letter: CPA or Tax Preparer must substantiate all income documentation provided.
- 12 consecutive month's personal bank statements, or
- 12 consecutive months business bank statements

**1099 Only and P&L:**

Self Employed Borrowers (two-year (2-year) history required by:

- CPA Letter or (ii) Business License);
- Owner Occupied transactions.
- Management VOR / Checks / Bank Statements 80%/90% LTV / CLTV.
- Private VOR / No Checks or Bank Statements 75% LTV / CLTV.
- Credit Supplement.
- SFR / Condo / Townhouse Property Types.
- No rural properties

**Assets**

- Most recent 90-day bank statements for all accounts used in consideration for cash to close\***
- If business assets are used to cover cash to close, a CPA letter is needed to indicate that use of the funds will not negatively impact the business and how they determine that fact.
- Bank statements that verify 10% down and 6-month PITI reserves\***

**Gift Funds**

Gifts are acceptable under the below requirements.

- There is no seasoning requirement; funds must be verified in the bank account prior to final approval.
- A 10% down payment has been made by the borrower from their own resources.
- Gift funds are allowed on owner occupied loans only.
- Gift must be received from a relative.
- Gifts cannot be used to meet reserve requirement.
- Gift letter
- Proof of donor ability (statement showing balances prior to gift)