

MortgageTek Processing Services, Inc. - LO Checklist/Processor Information Sheet

Lender
 Phone Number
 Program
 Contact Name

Appraisal Ordered Y or N Date
 Appraiser Name
 Phone Number
 Title Ordered Y or N Date:
 Title Company
 Phone Number

Listing Agent
 Phone Number
 Selling Agent
 Phone Number

Seller's Attorney
 Phone Number
 Borrowers Attorney
 Phone Number

Condo/PUD? Y or N Ins.Phone#
 Assoc. Phone#

Photo ID Alien Card
 Credit Explanation
 2mo Bank Statement **All Pages Needed**
 W-2's (2 Yrs.) **Match the Employers on 1003**
 Paystubs (30 days) **Consecutive Dates**
 1040's - (2 Yrs.) YTD P & L
 Divorce Decree
 BK Discharge
 BK List of Creditors
 BK LOX
 Streamline Refi? Copy of Hudl & Note Needed
 Sales Contract
 Seller Disclosure

Lock or Registered Y or N

Disclosures

IL - Tangible Benefit Discl. (Refi)
 IL - Escrow Act
 IL - Information Document
 IL - Title Insurance Disclosure
 Good Faith and TIL
 GFE Service Providers
 Credit Release Authorization
 Broker Disclosure/Agreement
 Credit Score Disclosure
 Collateral Protection Disclosure
 Disclosure Notices
 ECOA
 Fair Lending Notice
 Mtg. Loan Origination Agreement
 Patriot Information Disclosure
 Prepayment Penalty Disclosure
 Privacy Disclosure
 Right to Appraisal Disclosure
 Servicing Disclosure
 4506T
 Lock Agreement

FHA

Lead Paint (Purchases) -Contract
 Amend Clause/RE Cert (Purchases)
 Notice to the Homeowner
 Consumer Choice Letter
 Important Notice to Homebuyers
 92000A-Addendum to URLA
 Pg 1 & 4 signed by borr - Pg 2 & 4 by LO)
 Social Security Card

VA

Certificate of Eligibility
 Nearest Living Relative
 Federal Collection Policy Notice
 Counseling Checklist
 Int. Rate Disclosure Statement
 Notice to the Homeowner
 1802A-Addendum to URLA
 (page 1 signed by LO-page 2 signed by borrower
 DD-214
 Proposal to Refi (old vs new loan)
 Copy of Social Security Card

Special Notes to the Processor:

Borrowers Speak English? Y / N Is non-traditional credit being used? Y / N
 Borrowers May Be Contacted Y / N Escrow Waiver? Y / N
Please indicate any additional items processor needs to know about -

HOMEOWNERS INSURANCE

Company: Agents Name:
 Annual Premium: Agents Phone Number:
 Premium Due Date:

CURRENT LENDER

Lender Name: Customer Service #:
 Loan Number:

2ND MORTGAGE LENDER

Lender Name: Customer Service#:
 Loan Number:

ALTERNATE PHONE NUMBERS

Cell # Borrower Cell # Co-Borrower
 E:mail Address: