



Submission Form

TCF Processing Center E-mail: _____

Please note that the TCF firewall has capacity of 14MB, which may require you to send attachments via multiple e-mails.

Broker E-Mail: _____ Date: _____

Broker / Bank Name: _____ State: _____

Contact Name: _____

Email Address: _____

Telephone #: _____

Borrower's Name: _____

FICO Score (700 minimum): _____ Check one: ☐ ARM ☐ Fixed

(mid-score primary wage earner)

Business Development Manager: _____

1st Mtg Amount / LTV: _____ 1st Mtg Contingent Date: _____

(Note: Can **NOT** be Interest Only)

Doc Needed by: _____

2nd Mtg Amount / TCF Loan: _____ Signing Date: _____

Appraised Value/Purchase Price: _____ TCF Funding Date: _____

ITEMS REQUIRED TO ACCEPT APPLICATION:

- ☐ 1003 (from the 1st, not a new one)
- ☐ 1008 (1st mortgage)
- ☐ Income and Asset Verification
- ☐ Employment Verification
- ☐ Tri-Merge (unless stand-alone)
- ☐ Notice & Authorization (TCF Doc # 765)
- ☐ AUS/DU/LP Findings (unless stand-alone)
- ☐ TCF HELOC Worksheet (TCF Doc # 1017)
- ☐ Customer Identification

ITEMS REQUIRED FOR CONDITIONAL APPROVAL

- ☐ Appraisal (within 90 days – must be separate attachment)
- ☐ Purchase Agreement (if applicable)
- ☐ Mortgage Statement (all remaining open mortgages)

ITEMS TO REQUEST CLOSING DOCUMENTS

- ☐ Document Preparation Request (TCF Doc # 847)

COMMENTS

SEND THESE AS SOON AS POSSIBLE:

- ☐ Mortgage Broker-provided Final 1003
- ☐ Mortgage Broker-provided Final 1008
- ☐ Final Inspection/Certificate of Completion (if applicable)
- ☐ Domestic Partnership / Civil Union Questionnaire (TCF Doc # 853) CA, DE, DC, HI, IL, NV, NJ, OR, RI, VT, WA
- ☐ Flood Hazard Determination (TCF as 2nd Loss Payee)
- ☐ Title Work

The 3 items listed below are NOT required if TCF will not compensate the broker for services provided.

- ☐ Mortgage Broker Services Certification (TCF Doc # 1011)*
- ☐ Hazard Insurance Binder (TCF as 2nd Loss Payee)*
- ☐ Earthquake Insurance Binder, if applicable (TCF as 2nd Loss Payee) *