



Broker Name: _____
LO Name: _____
LO Email: _____
Processor Name: _____
Processor Email: _____
Date: _____

Conventional Loan Submission Checklist

Borrower Name: _____ Borrower Email: _____
 Co-Borrower Name: _____ Co-Borrower Email: _____
 Non-Borrower Name: _____ Non-Borrower Email: _____
(Non-Borrower Owner Name examples: Spouse for rescindable transactions)

Loan #: _____ Loan Program: _____
 Loan Amount: _____ Sales Price/Appraised Value: _____
 Property Type: _____ Occupancy: _____ Estimated Closing Date: _____

Compensation % _____
 I confirm that _____ (broker company) has no affiliated business arrangements

This loan is a:

- Lender Paid Origination
- Borrower Paid Origination

Mortgagee Clause:

Union Home Mortgage Corp ISAOA/ATIMA
 8241 Dow Circle West, Strongsville, OH 44136

UHM Fees have been charged **(Apps Prior to 2/15)**:

- \$400 UHM UW Fee *(All Loans)*
- \$68 Tax Service Fee *(Conv/USDA Only)*

Title Proposed Insured:

Union Home Mortgage Corp ISAOA/ATIMA

UHM Fees have been charged **(Apps After 2/15)**:

- \$500 UHM UW Fee *(All Loans)*

(UHM Forms and state required disclosures must be included for all loan programs & are located in the Existing Partners tab of the website www.uhwholesale.com)

Required Disclosures:

UHM Loan Submission Checklist	Borrowers Cert and Authorization	Fair Lending Notice
Anti-Steering Disclosure	Right to Receive Copy of Appraisal	Mtg Loan Origination Agreement (MLOA)
Intent to Proceed	Credit Score Disclosure/Notice to Home Loan Applicant	Patriot Act Info Disclosure/Important Applicant Info & Drivers License
E-Sign Consent Form (for e-signed docs)	Written List of Service Providers	Mortgage Fraud Investigated by the FBI
Initial Loan Estimate & Fees Worksheet	Equal Credit Opportunity Act (ECOA)	4506T
Your Home Loan Toolkit Acknowledgment <i>(Purchase Only)</i>	Hazard Insurance Authorization & Requirements <i>(UHM specific Disclosure)</i>	Social Security Verification Form (2013)
Homeownership Counseling Disclosure with CFPB List	LQI Disclosure <i>(UHM specific Disclosure)</i>	ALL State Specific Disclosures
Disclosure Notices	Privacy Policy	ARM or PMI Disclosures <i>(if applicable)</i>

Documentation Requirements:

DU/LP Findings Released & Finalized to UHM	Most recent 2 months Bank Statements with ALL pages. Include LOX and documentation for all large deposits
Initial Application (1003) signed & dated by borrower(s) & LO	Verbal VOE's for most recent 2 years employment history & 411.com printout
Most recent 30 days Paystubs for all borrowers	Fully executed legible Purchase Agreement & all addendums
Tri-merge Credit Report (within 120 days). Include LOX for each inquiry within 120 days and LOX for any derogatory credit	Title Commitment, 24 month chain of title, CPL, Wire Instructions & Estimated HUD
Most recent 2 years W-2 for all borrowers	HOI Insurance & Receipt for Amt Due/Paid – If Condo, Walls In coverage (HO6 Policy) with at least 20% of the appraised value
Student Loans: If on credit report, proof they are deferred for over 12 months or provide est. payment letter from source	Master Ins. Policy, Fidelity Ins. or Employee Honesty coverage of at least 3 months of the HOA fee X number of units is required
Divorce Decree or all pages to Bankruptcy <i>(if applicable)</i>	Subordination Agreement or Short Sale Agreement <i>(if applicable)</i>
Last 2 years tax returns for self-employed borrowers or if receiving commission, bonus or rental income needed to qualify	Original Termite and/or Well & Septic and/or other required inspections - Or Contingency Waiver of inspections <i>(if applicable)</i>
Satisfy repair & inspection requirements per contract & appraisal - Inform UHM when re-inspection is required. 1004D required from appraiser once repairs are completed <i>(if applicable)</i>	

Quick Reference UHM Email Addresses

- Ratelocks@unionhomemortgage.com Request for a lock extension and questions on locking loans
- TPOcasenumber@unionhomemortgage.com Request case numbers for FHA and VA loans
- TPOclosing@unionhomemortgage.com Submission of the Closing Request Form to schedule a closing