

Apex Mortgage Brokers - Borrowers Cover Sheet & Checklist:

- Credit Report & with 2 Fico Scores Minimum
- ID - Driver's License
- Income - Federal Tax Returns
- Income - W-2's
- Income - Hourly Employee

- Income - Salary Employee

- Income - W2 - Current Pay Stubs
- Income - Relocation or Future Job - Letter of Offer
- Income - 1099 - Self Employed - 1099's
- Income - K1 - Self Employed
- Income - Other - Divorce Decree with 36 Months Spousal Maintenance
- Income - Other - Child Support with 36 Months Maintenance
- Income - Retirement - Social Security
- Income - Retirement - Pension
- Income - Retirement Plan - 401k Etc.
- Income - Alternative
- Assets - Bank Statements showing funds for purchase
- Assets - Bank Statements with Large Deposits
- Assets - 401K Retirement Statements
- Assets - Social Security/Pension/Retirement Awards
- LOX "Letter of Explanation" for credit inquiries
- LOX "Letter of Explanation" for Derogatory Tradelines
- LOX "Letter of Explanation" for Foreclosures/Short Sales
- LOX "Letter of Explanation" for Bankruptcies
- Liabilities - Car Loan (Look to see if this can be paid down)
- Liabilities - Alimony & Child Support
- Liabilities - Credit Cards & Lines of Credit
- Liabilities - Current "Primary" Mortgage Statement
- Real Estate Owned - REO's

Use Blink or Loan Ziffy POS for Borrower Document Requests
 (Apex Mortgage Brokers Website - Use ID Form to request this)
 (All schedules for last 2 years)
 (Most borrowers - recent 2 years)
 (Check history of "OT" & Commission)
Per Hour Rate \$ _____ **Avg. Weekly Hours** _____
Overtime \$ _____ **Commission** \$ _____
 (Check history of Bonus & Commission)
Salary \$ _____ **Bonus** \$ _____
Commission \$ _____ **Monthly** **Quarterly** **Yearly**
 (Most recent consecutive 30 days of pay stubs)
 (Can use income if All Accepted Hire Conditions Met)
 (All jobs in last 2 years)
 (% of Company Ownership)
 (Available in court PACER System if BOR cannot find)
 (Need court decree to show 36 months of continuance)
 (Need SSI Statement)
 (Need current award letter)
 (Need to show disbursement plan for 36 months and 1st payment)
 (Bank Statements, Asset Depletion, Debt Service Programs, Etc.)
 (Bank PDF's best - 2 most recent statements - all pages)
 (Get LOX on source of large deposit & document transactions)
 (If bank statements do not show enough cash-2-close)
 (Underwriting will want to see 3 years continuance)
 (Listed on credit report in the past 120 days)
 (On mortgage loans - See "# of Times Late" for guidelines)
 (Available in court PACER System - Check Loan Waiting Periods)
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 (In DTI if borrower is required to make payments >10 Months)
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 (If DTI is high, have title company payoff the debt at COE)
 (Is this property being sold or now under contract)
 (Necessary for DTI Calculations on Purchases & Refinances)

Address	State	Zip	Taxes	Hazard	HOA	Mortgage	Balance	Intent	Mortgage Bank

Loan Purchase Process & Deadlines:

- UWM House Canary Addresses Requested by Clients:** (Valuable tool to help Purchase Borrowers get market data)
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
- Contract - Purchase Contract** (Names must match Credit Report & be signed & "Fully Executed")

Contract Date: ____/____/20____ **Date Contract Requested & Received:** ____/____/20____/____/20____
1st Addendum: ____/____/20____ **Date 1st Addendum Requested & Received:** ____/____/20____/____/20____
2nd Addendum: ____/____/20____ **Date 2nd Addendum Requested & Received:** ____/____/20____/____/20____
3rd Addendum: ____/____/20____ **Date 3rd Addendum Requested & Received:** ____/____/20____/____/20____
Loan Application Deadline: ____/____/20____ **Inspection Objection Deadline:** ____/____/20____
Loan Objection Deadline: ____/____/20____ **Inspection Objection Deadline:** ____/____/20____
Appraisal Deadline: ____/____/20____ **Appraisal Payment Received & Ordered** ____/____/20____ ____/____/20____
Closing Deadline: ____/____/20____ **Purchase Price:** \$ _____ **Seller's Concession:** \$ _____ (or) _____%
Earnest Money: \$ _____ **Yes, There is No Chattel on the contract (Furniture, Etc.)**
- All parties have signed the Purchase Contract and All Addendums