



Mortgage Services III, LLC  
 A Subsidiary of First State Bank Member FDIC

Mailing Address - Corporate Office:  
 502 N. Hershey Road Bloomington, IL 61704  
 Attn: Loan Underwriting Submission

Underwriting Fax: 866.726.6324 – **DO NOT EMAIL LOAN FILES**

## Conventional Underwriting Submission Checklist

Complete all blanks only as they apply.

| LENDER INFORMATION       |              |               |
|--------------------------|--------------|---------------|
| Lender Name:             | Lender ID #: | Loan Officer: |
| Processor:               | Phone #:     | Fax #:        |
| Processor Email Address: |              |               |

| BORROWER INFORMATION |                           |
|----------------------|---------------------------|
| Borrower Name:       | Subject Property Address: |
| Co-borrower Name:    | City/State/Zip:           |

| LOAN INFORMATION |              |              |           |
|------------------|--------------|--------------|-----------|
| MSI Loan Number: | Loan Amount: | \$           |           |
| Appraised Value: | \$           | Sales Price: | \$ LTV: % |

**Notes:**

- ✓ An MSI loan number is required prior to submission to Underwriting. Loans will not be underwritten without an MSI loan number.
- ✓ Provide estimated Appraised Value and LTV if the appraisal is not submitted with the submission package.

If submitting to contract underwriting: Check one  GE  MGIC  Radian  RMIC  \_\_\_\_\_  
 (Copy package to MI Company/Original to MSI)

| Check all that apply to the loan:  | U/W Stacking Order:  |
|--|--|
| <input type="checkbox"/> Purchase<br><input type="checkbox"/> Rate/Term (Limited) Refinance<br><input type="checkbox"/> Cash Out Refinance<br><input type="checkbox"/> FRM<br><input type="checkbox"/> ARM<br><input type="checkbox"/> High Balance Conforming<br><input type="checkbox"/> Jumbo<br><hr/> <input type="checkbox"/> Owner Occupied<br><input type="checkbox"/> Second Home <input type="checkbox"/> Investment<br><hr/> <input type="checkbox"/> Single Family<br><input type="checkbox"/> Attached <input type="checkbox"/> Detached<br><input type="checkbox"/> PUD <input type="checkbox"/> Condo<br><input type="checkbox"/> 2 Unit <input type="checkbox"/> 3 Unit <input type="checkbox"/> 4 Unit<br><input type="checkbox"/> Existing <input type="checkbox"/> New Construction<br><hr/> <input type="checkbox"/> Buydown<br><input type="checkbox"/> Subordinate Financing<br><input type="checkbox"/> Other: | <input type="checkbox"/> Fully completed U/W Submission Checklist<br><input type="checkbox"/> Loan Registration Confirmation<br><input type="checkbox"/> LP/DU Findings<br><input type="checkbox"/> Conditions for DU/LP approval<br><input type="checkbox"/> Credit Report<br><input type="checkbox"/> Other Credit Information (BK Docs, Divorce, etc.)<br><input type="checkbox"/> 1008- Underwriting Transmittal – Completed as applicable<br><input type="checkbox"/> 1003 – Final Typed Application<br><input type="checkbox"/> 1003 – Initial with Government Monitoring complete, signed as applicable<br><input type="checkbox"/> Income Verification (Paystub & W-2 for salaried borrowers)<br><input type="checkbox"/> Tax Returns (For self-employed borrowers)<br><input type="checkbox"/> <b>Correspondent Loans:</b> Tax Transcripts/Record of Change for the most recent 2-years ( <b>REQUIRED to avoid underwriting delay.</b> )<br><input type="checkbox"/> <b>Wholesale Loans:</b> Fully executed 4506-T for each borrower ( <b>Underwriting will be delayed pending receipt of Tax Transcripts.</b> )<br><input type="checkbox"/> Verbal Verification of Employment<br><input type="checkbox"/> Asset Verification (Bank Statements)<br><input type="checkbox"/> Purchase Agreement<br><input type="checkbox"/> Flood Cert (Flood Zone Determination as a minimum)<br><input type="checkbox"/> Appraisal ( <i>Email to Underwriter when assigned</i> )<br><input type="checkbox"/> Broker Fee Agreement ( <b>Required</b> when using MSI funds to close.)<br><input type="checkbox"/> Copy of Appraiser License<br><input type="checkbox"/> All Disclosures (e.g. GFE, TIL, RESPA) |
| <p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>✓ To expedite review, please Fax or Email all Underwriting Conditions <b>directly</b> to your assigned underwriter.</li> <li>✓ <b>New</b> underwriting submissions may be submitted to Underwriting through Paperless Submission @ the MSI Web Site. Upload documents directly. <b>Do not use</b> this process for loans already submitted or to submit conditions.</li> </ul>   |  |

By submission of this underwriting package, the Lender/Originator hereby represents that the information provided to the underwriter on this form and in the loan submission package is true, correct and complete.

Signature of Submitter

Submission Date