



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.

Check all that apply to the loan:	U/W Stacking Order:
<input type="checkbox"/> Purchase <input type="checkbox"/> Rate/Term (Limited) Refinance <input type="checkbox"/> Cash Out Refinance <input type="checkbox"/> FRM <input type="checkbox"/> ARM <input type="checkbox"/> High Balance Conforming <input type="checkbox"/> Jumbo <hr/> <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Second Home <input type="checkbox"/> Investment <hr/> <input type="checkbox"/> Single Family <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> PUD <input type="checkbox"/> Condo <input type="checkbox"/> 2 Unit <input type="checkbox"/> 3 Unit <input type="checkbox"/> 4 Unit <input type="checkbox"/> Existing <input type="checkbox"/> New Construction <hr/> <input type="checkbox"/> Buydown <input type="checkbox"/> Subordinate Financing <input type="checkbox"/> Other: _____	<input type="checkbox"/> Fully completed U/W Submission Checklist <input type="checkbox"/> Copies of Screen Prints from GSA/LDP Lists- REQUIRED <input type="checkbox"/> Loan Registration Confirmation <input type="checkbox"/> LP/DU Findings <input type="checkbox"/> Conditions for DU/LP approval <input type="checkbox"/> Credit Report <input type="checkbox"/> Other Credit Information (BK Docs, Divorce, etc.) <input type="checkbox"/> 1008- Underwriting Transmittal – Completed as applicable <input type="checkbox"/> 1003 – Final Typed Application <input type="checkbox"/> 1003 – Initial with Government Monitoring complete, signed as applicable <input type="checkbox"/> Income Verification (Paystub-w/i 30-days & W-2 for salaried borrowers; Document 411) <input type="checkbox"/> Tax Returns (For self-employed borrowers) <input type="checkbox"/> Correspondent Loans: Tax Transcripts/Record of Change for the most recent 2-years (REQUIRED to avoid underwriting delay. If not included, u/w will condition for receipt.) <input type="checkbox"/> Wholesale Loans: Transcripts <u>or</u> Fully executed 4506-T REQUIRED for each borrower (If Tax Transcripts are not included, U/W will condition for receipt.) <input type="checkbox"/> Verbal Verification of Employment <input type="checkbox"/> Asset Verification (Bank Statements) <input type="checkbox"/> Purchase Agreement <input type="checkbox"/> Flood Cert (Flood Zone Determination as a minimum) <input type="checkbox"/> Appraisal <i>(Email to Underwriter when assigned)</i> - <input type="checkbox"/> Broker Fee Agreement (Required when using MSI funds to close.) <input type="checkbox"/> Copy of Appraiser License <input type="checkbox"/> All Disclosures (e.g. GFE, TIL, RESPA.)
<p>Important Notes:</p> <ul style="list-style-type: none"> ✓ To expedite review, please Fax or Email all Underwriting Conditions directly to your Account Coordinator. ✓ New underwriting submissions may be submitted to Underwriting through Paperless Submission @ the MSI Web Site. Upload documents directly. Do not use this process for loans already submitted or to submit conditions. 	

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.

Signed: _____ | Date: _____