



Your Easiest Path to Mortgage Lending™

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

New underwriting submissions may be submitted through Paperless Submission @ www.msiloans.biz . Do not email.

FHA Underwriting Submission Checklist

Complete all blanks only as they apply.

Revised 9/28/2015

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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

Est. Closing Date: FHA Case #:
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.

U/W Stacking Order - Include only documents that apply to the loan submitted.

- Up load your 1003 data into MSI's website
Fully completed U/W Submission Checklist
Loan Registration Confirmation
Copies of Screen Prints from GSA/LDP Lists -REQUIRED
FHA Loan Underwriting/Transmittal Summary (HUD 92900-LT)
DO or LP Findings finalized and assigned to MSI
Conditions required by DO/LP
Credit Report
Final 1003 & HUD 92900A all pages
Initial 1003 & HUD 92900A all pages
LDP/GSA/CAIVRS
Verification of Employment
Verbal VOE
Explanation of any Gaps of Employment over 30 days
Pay Stubs - (within 30 days of application date)
W-2's
Current P&L, Balance Sheet (if applicable)
Tax Returns (1040's w / all schedules) (if applicable)
Lease(s) (if applicable)
Credit Explanations (if applicable)
Verification of Rent / Mortgage
Verification of Deposit
Bankruptcy Discharge, Petition & Schedule of Creditors
Recorded Divorce Decree or Separation Agreement
Evidence Receipt of Child Support
Explanation of Funds to close
Bank Statements (within 30 days of application date) Explanation of Funds to close
Bank Statements (within 30 days of application date)
Gift Letter, Proof of Donor's Ability, and Proof of Receipt
Earnest Money Letter & Cancelled Check
Loan Estimate / Good Faith Estimate (in compliance)
Truth-in Lending (in compliance)
Proof of Social Security Number - all borrowers if not shown on pay stubs / W-2's
Sales Contract with all Riders (including Sellers Disclosure)
FHA Amendatory Clause & Real Estate Certification - signed by all required parties
Case # assignment without warnings & Receiving
Assignment showing MSI as your sponsor
Conditional Commitment HUD-92800.5B (case binder copy)
Informed Consumer Choice Disclosure
Important Notice to Homebuyer
FHA ARM Disclosure
Buy down Agreement
Mod Correspondent Loans: Tax Transcripts/Record of Change and fully executed 4506-T for the most recent 2-years (REQUIRED to avoid underwriting delay. If not included, u/w will condition for receipt.)
Note: All documentation must meet CFPB "QM/ATR" requirements.

DISCLOSURES-AS APPLICABLE TO THE LOAN AND AS REQUIRED BY FEDERAL OR STATE REQUIREMENTS, including but not limited to:

- Broker Fee Agreement (Required when using MSI funds to close.)
Loan Brokerage Agreement / Loan Brokerage Disclosure
Risk Based Disclosure
Anti-Steering Disclosure
Copy of Appraiser License
Borrower Authorization
Borrower Information Doc
Escrow Account Disclosure
Hazard Ins/Flood Disclosure -added "coverage subject to change" disclosure.
ECOA
USA Patriot Act/Customer ID Disclosure (Notice)
Transfer of Servicing Disclosure/Fully executed LE
True and certified letter stating that all copies are of originals
Notice to Borrowers of right to receive a copy of appraisal/property valuation)/Fully executed LE
ARM Loans: Applicable ARM disclosure
REFI: Borrower Tangible Benefits Disclosure
All Applicable Regulatory Disclosures-Including but not limited to:
Fully executed LE/GFE and Provider List
Intent to Proceed
Reissued Fully executed LE/GFE with Changed Circumstance Form and updated Provider List (as applicable)
TIL/Fully executed LE (any reissued TIL/LE)
Notice to Borrowers of Homeownership Counseling.
Any other applicable required upfront disclosure

Important Notes:

- It is the originator's responsibility to provide all applicable regulatory disclosures, MSI's failure to include them in this document does not relieve the Seller of that responsibility. For all applications dated on/after 10/03/15, all loans must be in full compliance with CFPB's TRID requirements.
Upload all conditions and trailing documents via www.msiloans.biz , choose the doc type, Condition Submission.