



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**

FHA 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.

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

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| <ul style="list-style-type: none"> <input type="checkbox"/> Up load your 1003 data into MSI's website <input type="checkbox"/> Fully completed U/W Submission Checklist <input type="checkbox"/> Loan Registration Confirmation <input type="checkbox"/> Copies of Screen Prints from GSA/LDP Lists-REQUIRED <input type="checkbox"/> FHA Loan Underwriting/Transmittal Summary (HUD 92900-LT) <input type="checkbox"/> DO or LP Findings finalized and assigned to MSI <input type="checkbox"/> Conditions required by DO/LP <input type="checkbox"/> Credit Report <input type="checkbox"/> Final 1003 & HUD 92900A all pages <input type="checkbox"/> Initial 1003 & HUD 92900A all pages <input type="checkbox"/> LDP/GSA/CAIVRS <input type="checkbox"/> Verification of Employment <input type="checkbox"/> Verbal VOE <input type="checkbox"/> Explanation of any Gaps of Employment over 30 days <input type="checkbox"/> Pay Stubs – (within 30 days of application date) <input type="checkbox"/> W-2's <input type="checkbox"/> Current P&L, Balance Sheet (if applicable) <input type="checkbox"/> Tax Returns (1040's w / all schedules) (if applicable) <input type="checkbox"/> Lease(s) (if applicable) <input type="checkbox"/> Credit Explanations (if applicable) <input type="checkbox"/> Verification of Rent / Mortgage <input type="checkbox"/> Verification of Deposit <input type="checkbox"/> Bankruptcy Discharge, Petition & Schedule of Creditors <input type="checkbox"/> Recorded Divorce Decree or Separation Agreement <input type="checkbox"/> Evidence Receipt of Child Support <input type="checkbox"/> Explanation of Funds to close | <ul style="list-style-type: none"> <input type="checkbox"/> Bank Statements (within 30 days of application date) Explanation of Funds to close <input type="checkbox"/> Bank Statements (within 30 days of application date) <input type="checkbox"/> Gift Letter, Proof of Donor's Ability, and Proof of Receipt <input type="checkbox"/> Earnest Money Letter & Cancelled Check <input type="checkbox"/> Good Faith Estimate (in compliance) <input type="checkbox"/> Truth-in Lending (in compliance) <input type="checkbox"/> Proof of Social Security Number – all borrowers if not shown on pay stubs / W-2's <input type="checkbox"/> Sales Contract with all Riders (including Sellers Disclosure) <input type="checkbox"/> FHA Amendatory Clause & Real Estate Certification – signed by all required parties <input type="checkbox"/> Case # assignment without warnings & Receiving <input type="checkbox"/> Assignment showing MSI as your sponsor <input type="checkbox"/> Conditional Commitment HUD-92800.5B (case binder copy) <input type="checkbox"/> Informed Consumer Choice Disclosure <input type="checkbox"/> Important Notice to Homebuyer <input type="checkbox"/> FHA ARM Disclosure <input type="checkbox"/> Buy down Agreement <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.) |
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DISCLOSURES-AS APPLICABLE TO THE LOAN AND AS REQUIRED BY FEDERAL OR STATE REQUIREMENTS, Including but not limited to:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Broker Fee Agreement (Required when using MSI funds to close.) <input type="checkbox"/> Loan Brokerage Agreement / Loan Brokerage Disclosure <input type="checkbox"/> Risk Based Disclosure <input type="checkbox"/> Anti-Steering Disclosure <input type="checkbox"/> Copy of Appraiser License <input type="checkbox"/> Borrower Authorization <input type="checkbox"/> Borrower Information Doc <input type="checkbox"/> Escrow Account Disclosure <input type="checkbox"/> Hazard Ins/Flood Disclosure –added "coverage subject to change" disclosure. <input type="checkbox"/> ECOA | <ul style="list-style-type: none"> <input type="checkbox"/> Transfer of Servicing Disclosure <input type="checkbox"/> True and certified letter stating that all copies are of originals <input type="checkbox"/> Notice to Borrowers of right to copy of appraisal <input type="checkbox"/> ARM Loans: Applicable ARM disclosure <input type="checkbox"/> REFI: Borrower Tangible Benefits Disclosure <input type="checkbox"/> All Applicable Regulatory Disclosures—Including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> GFE <input type="checkbox"/> Intent to Proceed <input type="checkbox"/> Reissued GFE with Changed Circumstance Form <input type="checkbox"/> TIL (any reissued TIL) <input type="checkbox"/> Any other applicable required upfront disclosure |
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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.
- ✓ To expedite review, please Fax or Email all Underwriting Conditions **directly** to your assigned 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.**