



Your Easiest Path to Mortgage Lending™

Revised 12/11/2015

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.

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USDA Underwriting Submission Checklist

Complete all blanks 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

Est. Closing Date:
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:

- Purchase
Streamline Refinance
Single Family
Attached
Detached
Condo-FHA/VA or Agency Approved
PUD-To FHA Guidelines
Existing
New Construction

U/W Stacking Order:

- Fully completed USDA U/W Submission Checklist
Loan Registration Confirmation
Credit Report
1008- Underwriting Transmittal - Completed as applicable
1003 - Final Typed Application
1003 - Initial with Government Monitoring complete, fully executed as required by USDA.
Income Verification (Paystub & W-2 for salaried borrowers)
Tax Returns (For self-employed borrowers)
Mod Corr Loans: Transcripts and fully executed 4506-T REQUIRED for each borrower (If Tax Transcripts are not included, U/W will condition for receipt.)
Asset Verification (Bank Statements)
Other Credit Information (BK Docs, Divorce, etc.)
Purchase Agreement
Flood Cert (Flood Zone Determination as a minimum)
Appraisal (Email to Underwriter when assigned)-(Appraisal must be Certification to HUD Handbook 4000.1)
LDP/GSA Checked on all parties.
3555-21 fully executed by the borrower(s)
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.
ECO A
US 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 the MSI Web Site, choose the doc type, Condition Submission.

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

Name \_\_\_\_\_

Loan Number \_\_\_\_\_



## **List of USDA/GRH Loan Participants**

Please clearly print or type the name of all applicable loan participants.

TPO (MSI Lending Partner) \_\_\_\_\_

Loan Officer \_\_\_\_\_

Processor \_\_\_\_\_

Borrowers 1 \_\_\_\_\_

2 \_\_\_\_\_

Seller(s) (as listed on the contract) 1 \_\_\_\_\_

2 \_\_\_\_\_

Buyer Attorney \_\_\_\_\_

Seller Attorney \_\_\_\_\_

Selling Real Estate Company \_\_\_\_\_

Selling Real Estate Agent \_\_\_\_\_

Listing Real Estate Company \_\_\_\_\_

Listing Real Estate Agent \_\_\_\_\_

Appraisal Company \_\_\_\_\_

Appraiser \_\_\_\_\_

Appraiser License Number \_\_\_\_\_

Title Company \_\_\_\_\_

Settlement/Closing Agent \_\_\_\_\_

Builder \_\_\_\_\_

Developer \_\_\_\_\_