



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**

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

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"/> Streamline Refinance <input type="checkbox"/> Single Family <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Condo-FHA/VA or Agency Approved <input type="checkbox"/> PUD-To FHA Guidelines <input type="checkbox"/> Existing <input type="checkbox"/> New Construction	<input type="checkbox"/> Fully completed USDA U/W Submission Checklist <input type="checkbox"/> Loan Registration Confirmation <input type="checkbox"/> Credit Report <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-2 for salaried borrowers) <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 or Fully executed 4506-T REQUIRED for each borrower (If Tax Transcripts are not included, U/W will condition for receipt.) <input type="checkbox"/> Asset Verification (Bank Statements) <input type="checkbox"/> Other Credit Information (BK Docs, Divorce, etc.) <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)-(Appraisal must be Certification to HUD Handbook 4150.2 and 4905.1)</i> <input type="checkbox"/> 1980-21 fully executed by the borrower(s)

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

<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	<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 underwriter.
- ✓ **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.

Signature of Submitter

Submission Date