



**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**

**VA Underwriting Submission Checklist**

**Purchase or Qualifying Refinance Loan—MSI MAX Refi = 90.00%**

Complete all blanks as they apply. By submission of this underwriting package, Seller represents that all information is correct and true.

**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 Submission Stacking Order**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Fully completed VA U/W Submission Checklist</li> <li><input type="checkbox"/> VA Loan Analysis Form (26-6393-VANL)</li> <li><input type="checkbox"/> Credit Alert Numbers and the MSI Lock/Registration Confirmation</li> <li><input type="checkbox"/> Completed VA Loan Summary Sheet, VA Form 26-0286</li> <li><input type="checkbox"/> DO or LP Findings finalized (Assigned to MSI, if applicable)</li> <li><input type="checkbox"/> Conditions required by DO/LP</li> <li><input type="checkbox"/> Copies of Screen Prints from GSA/LDP Lists-<b>REQUIRED</b></li> <li><input type="checkbox"/> Credit Report – From AUS Findings</li> <li><input type="checkbox"/> Child Care Letter</li> <li><input type="checkbox"/> Rental Verification for 24 months</li> <li><input type="checkbox"/> Credit Letter signed by borrower(s) or any additional information pertaining to credit.</li> <li><input type="checkbox"/> BK docs with discharge if applicable.</li> <li><input type="checkbox"/> Payoff Statement is required for Refinance loans.</li> <li><input type="checkbox"/> <b>Note:</b> Borrowers are expected to make their monthly mortgage payment when due. The current due payment may <b>not</b> be added into this new loan amount. Evidence that the loan is current is required.</li> <li><input type="checkbox"/> Asset Verification (Bank Statements to MSI guidelines.)</li> <li><input type="checkbox"/> Gift Letter and documentation of receipt of funds.</li> <li><input type="checkbox"/> Income Verification (Paystub &amp; W-2 for salaried borrowers)</li> <li><input type="checkbox"/> Tax Returns (For self-employed borrowers)</li> <li><input type="checkbox"/> 4506-T fully executed by the borrower(s) – <i>Unless IRRRL.</i></li> <li><input type="checkbox"/> Purchase Agreement (If the contract states repairs, a certification of repair form needs to be signed validating who will pay for the repairs.)</li> <li><input type="checkbox"/> Legible Drivers Licenses with Social Security Numbers</li> <li><input type="checkbox"/> VA Case Number Order Form with proper Lender ID and Sponsor ID Numbers Used.</li> <li><input type="checkbox"/> VA CRV from VA and VA Appraisal OR</li> <li><input type="checkbox"/> VA Appraisal Lapp approval</li> <li><input type="checkbox"/> Copy of Appraiser License</li> <li><input type="checkbox"/> 1003-Initial Application– Signed as applicable with Government Monitoring complete.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Addendum to the 1003-VA Form 26-1802a Pages 1, 2-5, executed by Loan Officer and borrower(s)</li> <li><input type="checkbox"/> Original Certificate of Eligibility</li> <li><input type="checkbox"/> 1003 – Final Application</li> <li><input type="checkbox"/> <b>Correspondent Loans:</b> Tax Transcripts/Record of Change for the most recent 2-years (<b>REQUIRED to avoid underwriting delay. If not included, u/w will condition for receipt.</b>)</li> <li><input type="checkbox"/> <b>Wholesale Loans:</b> Transcripts <u>or</u> Fully executed 4506-T <b>REQUIRED</b> for each borrower (If Tax Transcripts are not included, U/W will condition for receipt.)</li> <li><input type="checkbox"/> 1880 Form fully completed and executed</li> <li><input type="checkbox"/> DD214 or Statement of Service</li> <li><input type="checkbox"/> Broker Fee Agreement (<b>Required</b> when using MSI funds to close.)</li> <li><input type="checkbox"/> All Disclosures (e.g. GFE, TIL, RESPA)</li> <li><b>Additional Notes:</b> GFE must include only allowable VA Closing Costs and maximum 30-days of interest. Must be issued within 3-business days of the initial application. ARM disclosure if applicable; and Required Service Providers Statement, etc.</li> </ul> <p><b>Required VA Initial Disclosures</b>, fully executed in all areas, must be the same date as the initial application. Including but not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certify Document Letter</li> <li><input type="checkbox"/> VA Debt Questionnaire</li> <li><input type="checkbox"/> Federal Collection Policy</li> <li><input type="checkbox"/> Counseling Checklist for Military Homebuyers if Active or Reservist</li> <li><input type="checkbox"/> VA Assumption Notice</li> <li><input type="checkbox"/> Next of Kin</li> <li><input type="checkbox"/> VA Amendatory Clause</li> <li><input type="checkbox"/> Prepayment Notice</li> <li><input type="checkbox"/> US Patriot Act</li> </ul> |
|---|---|

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

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

**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.