



PROCESSING SUBMISSION SHEET

LOAN OFFICER INFORMATION:

LO: _____ SUBMISSION DATE: _____ CLOSING DATE: _____

PHONE: _____ EMAIL: _____

BORROWER INFORMATION: O.K. to contact borrower

BORROWER NAME: _____ **EMAIL:** _____

SSN#: _____ **FICO:** _____ / _____ / _____ **PHONE:** _____

CO-BORROWER: _____ **EMAIL:** _____

SSN#: _____ **FICO:** _____ / _____ / _____ **PHONE:** _____

PROPERTY INFORMATION:

LOAN AMOUNT: _____ **SALES PRICE:** _____ **APPRAISED VALUE:** _____

ADDRESS: _____

PROP TYPE: SINGLE CONDO TH MANUF OTHER **OCCUPANCY:** PRIMARY 2nd HOME INV

LOAN PRODUCT INFORMATION:

LTV: _____ **CLTV:** _____ **ESCROWS:** Y N **RATE:** _____ **AUS:** D/O L/P

LOAN TYPE: CONF FHA VA USDA JUMBO REVERSE OTHER: _____

TYPE: FIXED _____ ARM _____ OTHER _____ **PURPOSE:** PURCHASE R/T C/O

TRANSACTION INFORMATION:

APPRAISAL:

CONTACT FOR PROPERTY ACCESS: _____

TITLE: ORDERED Date _____ NOT ORDERED (but LO will order) PLEASE ORDER

DO YOU HAVE A PREFERRED TITLE COMPANY: Y N (if yes, or already ordered, list below)

TITLE AGENT _____ **PHONE or EMAIL** _____

CONTACT CUSTOMER FOR: PRIOR POLICY SURVEY MORT. STMNT OTHER _____

INSURANCE: ORDERED Date _____ NOT ORDERED (but LO will order) PLEASE ORDER

IS THE PROPERTY A CONDO OR DOES IT INCLUDE A MASTER INSURANCE POLICY: Y N

DO YOU HAVE A PREFERRED INSURANCE COMPANY: Y N (if yes, or already ordered, list below)

AGENT _____ **PHONE or EMAIL** _____

CONTACT CUSTOMER FOR: HAZZARD FLOOD MITG. INSPECTION OTHER _____

MANAGEMENT COMPANY/ASSOCIATION: NAME: _____

CONTACT: _____ **PHONE or EMAIL** _____

REALTORS: LISTING AGENT: _____ **PHONE:** _____

EMAIL: _____

SELLING AGENT _____ **PHONE:** _____

EMAIL: _____