



Wholesale and Correspondent Mortgage Partners Document and Disclosure Matrix

This information is being provided to aid in compliance with the policies and procedures of FirstBank. This list is not all inclusive. Nothing herein should be construed as legal advice and may not be relied upon as such. Wholesale brokers and correspondent lenders are encouraged to seek their own legal counsel. FBMP will not accept or take any hand written or altered disclosures. * Indicates new or revised

Disclosure Name	Comments
At Application <i>If taken face to face; otherwise within 3 business days of application</i>	
ARM Program Disclosure	Federal disclosure under TILA; required on adjustable rate mortgages at submission.
CHARM Booklet	Federal disclosure under RESPA; required on adjustable rate mortgages; copy not required at submission as compliance is assumed.
FHA Informed Consumer Choice Disclosure	Mandatory on all FHA loans; required at submission.
Government Monitoring Information ("GMI")	Federal disclosure under ECOA; located on page 4 of the 1003; telephone applicants must be told of the option to provide his/her race, sex and ethnicity, why the government is asking for that information, and that if he/she chooses not to provide the GMI will be completed by the loan originator based on surname, or visual observation in face to face applications; applicant(s) may choose up to 5 races; required at submission. NOTE: Every effort should be made to obtain this information. This data plays a significant role in accurate HMDA data, as well as fair lending analysis.
HUD Settlement Cost Booklet	Federal disclosure under RESPA; copy not required at submission as compliance is assumed.
Initial Loan Application (1003)	Loan originator NMLS (individual and company) must be disclosed on the 1003; All sections must be completed entirely; initial may be handwritten, but final must be typed; required at submission; FHA and VA loans have 1003 addendums that must also be completed (HUD 92900-A). *State of California considers domestic partnership to be "married".
Important Notice to Homebuyers	Mandatory on all FHA loans; also referred to as HUD 92900-B; required at submission.
Joint Intent	Federal disclosure under ECOA; located on page 1 of the 1003; required on all loan applications.
Privacy Notice	Federal disclosure; Lender specific; updated annually; required at submission.
RESPA Servicing Disclosure	Federal disclosure; discloses to the borrower whether the lender intends to service the loan or transfer it to another lender; required at submission.
U.S. Patriot Act Information Form	Federal form; required at submission.



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Within 3 days of application	
Acknowledgement of Fees	Required by FirstBank at submission.
Affiliated Business Disclosure	Federal disclosure under RESPA; required whenever a settlement service provider involved in a RESPA covered transaction refers the consumer to a provider with whom the referring party has an ownership or other beneficial interest; must describe the business arrangement that exists between the two providers and give the borrower an estimate of the second provider's charges; the referring party must give the disclosure to the consumer at or prior to the time of referral. (Except in cases where a lender refers a borrower to an attorney, credit reporting agency or real estate appraiser to represent the lender's interest in the transaction, the referring party may not require the consumer to use the particular provider being referred). RESPA defines "affiliate" as having 1% or more ownership or beneficial interest in.
Attorney Choice/Attorney Preference	State required; applies to AR, GA, ME, MD, and SC; required at submission.
Borrower Certification and Authorization	Certifies borrower applied and provided personal info; authorizes the sharing of info with investors; required at submission.
Borrower Authorization	Authorizes obtaining credit bureaus; required at submission. NO LONGER REQUIRED if Borrower Certification and Authorization completed.
Broker and Correspondent Lender Compliance Attestation*	Required by FirstBank at submission.
ECOA Notice	Federal disclosure under ECOA; usually included on the 1003; stand-alone disclosure permitted.
FBI Mortgage Fraud Disclosure	Federal disclosure; required at submission.
For Your Protection: Get a Home Inspection	Also referred to as HUD-92564-CN; applies to FHA purchase money loans; required at submission.
The Housing Financial Discrimination Act of 1977 Fair Lending Notice	Federal disclosure; required at submission.
HUD Homeownership Counseling List*	Federal disclosure under TILA; unless prior approval to provide disclosure only, a list from either the CFPB or HUD's website must be provided the applicant(s) and a copy provided at submission. Contact your AE to facilitate if disclosure approval is needed.
Initial GFE	Federal disclosure under RESPA; required at submission; any changed circumstances must be documented and GFE's re-disclosed within 3 days of COC discovery; all important dates on page 1 must be complete.



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Initial TIL	Federal disclosure under TILA; required at submission; must include: <i>No-guarantee-to-refinance</i> statement; the creditor making the disclosures must be identified – FBMP will re-disclose within 3 business days of accepting an application, in addition to the disclosure made by the broker or correspondent; all estimates must be marked as such (E or *) and the fact that the disclosure is an initial must be present.
Itemization of Amount Financed	FirstBank requires all loan files contain an Itemization of Amount Financed. For loans with third party credit, the loan file must contain both an Itemization of Amount Financed and documentation of the credits via the HUD-1 or addendum to HUD-1.
Notice of Intent to Proceed	Required by FirstBank; used in connection with the RESPA 2010 rules.
Notice to Co-borrower	State specific; required at submission. Applies to Colorado and Iowa if the co-borrower is not the spouse.
Notice to Home Loan Applicant – Credit Score Disclosure	Federal disclosure; generally included with the credit report; required at submission. Note that if adverse action occurs as a result of information in the credit report, credit score disclosure is also required in conjunction with the notification requirements under ECOA.
Occupancy Statement	May be stand-alone disclosure; required at submission; Agency and Lender required; attests to occupancy of the property securing the mortgage.
PMI Disclosure	Applicable when PMI assessed.
4506-T Request for Transcript of Tax Returns	Federal form; required at submission.
Right to Receive Appraisal*	Federal disclosure under ECOA and TILA; required at submission; should not reference HVCC.
Settlement Service Provider List	Federal disclosure under RESPA; mandatory on loans in which the applicant(s) are allowed to shop for 3 rd party services disclosed on the initial GFE; Must be completed by the Originating Entity and cannot be handwritten.
SSA Authorization Form (SSA-89)	Federal form; required at submission.
Tangible Net Benefit	State required on refinances; applies to Alaska, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Illinois, Maine, Maryland, Massachusetts, Minnesota, New Mexico, New York, North Carolina, Ohio, Oklahoma*, Rhode Island, South Carolina, Tennessee*, Virginia, Washington, West Virginia, and Wisconsin*. *High cost loans



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At Lock	
Anti-steering disclosure	Required by FirstBank at the time of lock on lender paid transactions.
Loan Originator Discount Points Information Form*	Lender specific; required when final pricing/note rate results in a charge to the borrower; Lender specific; lender rate sheet as of lock date must accompany the form for verification by FBMP.
Before Closing	
Appraisal/Field Review/Evaluation	Must be completed in accordance with appraiser independence and UCDP rules; FHA loans must have FHA Case # on appraisal; appraiser must be FHA approved.
Appraisal Receipt Acknowledgement*	Required by FirstBank; obtained at the time of appraisal delivery to applicant(s).
Certificate of Eligibility	Required on all VA loans; VA specific.
Change of Circumstance	Federal disclosure; must be valid reason under RESPA 2010 rules; must be executed within 3 days of change discovery.
Flood Certification	Must contain lender ID.
Notice of Flood Zone	Discloses special flood insurance requirements.
Hazard Insurance	Coverage limitations apply; must be in effect as of the settlement date.
Notice to Homebuyer	FHA specific; also referred to as form HUD-92564-HS; to be used if there is any Valuation Conditions (VC) on the FHA appraisal. This form must be signed by the appraiser and must be given to the borrower at least 5 days PRIOR to closing. The borrower is required to sign this form.
Preliminary HUD-1	Federal disclosure; lender specific; consumer must have minimum of 1 day to review the HUD-1.
Preliminary Title Report	All exceptions must be cleared prior to close.
Revised or re-disclosed GFE(s) or TIL(s)	TIL must be re-disclosed if out of tolerance with APR and Finance Charge tolerances.
At Closing/Settlement	
Borrower Discount Points Acknowledgement*	Required on loan in which discount points are assessed. Serves as borrower acknowledgement.
Closing Appraisal Receipt Acknowledgement*	FirstBank required.
Deed of Trust or Mortgage (Security Instrument)	Must contain the loan originator and company NMLS ID.
Final TIL	Federal disclosure under TILA.
Final Title Policy	Clear title required.
Final 1003	May not be handwritten. Government Monitoring Information must be complete.
First Payment Notification	Gives payment instructions and amount.
GFE Receipt Acknowledgement	FirstBank required; serves as borrower's receipt of GFE and within 3 days of app.



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HUD-1 and any addendums	Federal disclosure under RESPA; clearly shows all charges imposed on borrowers and sellers in connection with the settlement. The HUD-1 includes a comparison chart to help borrowers compare the charges disclosed on the GFE and the actual charges listed on the HUD-1. RESPA allows the borrower to request to see the HUD-1 Settlement Statement one day before the actual settlement. The settlement agent must then provide the borrowers with a completed HUD-1 Settlement Statement based on information known to the agent at that time.
Initial Escrow Account Disclosure	Federal disclosure under TILA in conjunction with RESPA.
Itemization of Amount Financed	FirstBank requires all loan files contain an Itemization of Amount Financed. For loans with third party credit, the loan file must contain both an Itemization of Amount Financed and documentation of the credits via the HUD-1 or addendum to HUD-1.
Note	Must contain the loan originator and company NMLS ID; some states have different late payment penalties – always ensure the correct percentage is noted.
Notice of Right to Cancel	Federal disclosure under TILA; only applies to loans subject to rescission. Borrower(s) must be given 3 days to rescind before funding may occur.
PMI Disclosure	Applicable when PMI assessed.
After Closing/Settlement	
Servicing Transfer Statement	Federal disclosure under RESPA; required if the loan servicer sells or assigns the servicing rights to a borrower's loan to another loan servicer; the loan servicer must notify the borrower 15 days before the effective date of the loan transfer. As long the borrower makes a timely payment to the old servicer within 60 days of the loan transfer, the borrower cannot be penalized. The notice must include the name and address of the new servicer, toll-free telephone numbers, and the date the new servicer will begin accepting payments.