



LOAN SUBMISSION CHECKLIST

Contact Name, Phone & Email: _____

Loan # _____ Borrower(s) Name: _____

TRANSACTION TYPE:

<input type="checkbox"/> Conventional	<input type="checkbox"/> FHA	<input type="checkbox"/> VA	<input type="checkbox"/> USDA	<input type="checkbox"/> Fixed Rate
<input type="checkbox"/> Purchase	<input type="checkbox"/> Purchase	<input type="checkbox"/> Rate/term Refinance	<input type="checkbox"/> Rate/term Refinance	<input type="checkbox"/> ARM
<input type="checkbox"/> Rate/term Refinance	<input type="checkbox"/> Cash Out Refinance	<input type="checkbox"/> Cash Out Refinance	<input type="checkbox"/> Streamline	
<input type="checkbox"/> Cash Out Refinance				

IMPORTANT INFORMATION:

- Is the Attorney and/or Title Company an affiliate of your company? Yes No
 - If YES, what % do you own? _____
- Is the subject property in a Flood Zone? YES NO Not Known

STACKING ORDER:

- First Bank Loan Submission Checklist ***REQUIRED***
- Cover Letter
- AUS Findings
- 1008
- Final 1003 fully completed
- Credit Report/Inquiry Letter
- Assets
- Income Documentation
- Fully Executed Sales Contract – *purchase transactions only*
- Appraisal- *not required in initial submission*
- Initial 1003
- RESPA/MDIA documents
- Signed 4506T
- State specific Disclosures
- Patriot Act
- Application Disclosures (Refer to Reference Guide for complete list)
- Government Disclosures (Refer to Reference Guide for complete list)

*******Borrower Certification and Authorization required on ALL submissions*******

Upload PDF to Mortgagebot → IMAGE FLOW → Application Package

---OR---

Submit loan in PDF form to mortgagesubmissions@firstbankonline.com

ALL LOANS WITHOUT REQUIRED DOCUMENTATION ARE SUBJECT TO BEING HELD IN SUBMISSIONS

Please refer to the reference guide for detailed information regarding required documents