

The initial submission to underwriting should include the documentation listed in the All Loans section along with those listed in the specific loan type section. Failure to submit all required documentation will result in the loan being placed in a Submission Hold status

DOCUMENTATION/DISCLOSURES REQUIRED FOR ALL NEW LOAN SUBMISSIONS

- [WBC Submission Checklist-All Programs 7.15.2016](#)
- Initial e1003 fully completed (HMDA GMI, NMLS, employment and income, etc.)
- Borrower's Certification/Authorization Form (WBC Authorization required for all credit reports ordered through LMS/Service First. Originator's Authorization Form required for all credit reports provided by originator's credit vendor)
- SSA-89 signed and dated

CONVENTIONAL Programs

- AUS Findings (*refer to specific program for acceptable AUS recommendations*)
- Paystub dated within 30 days of 1003 and prior year W2 for all borrowers
- Credit report dated within 60days of registration and associated with LMS and AUS
- BK papers, credit explanations with supporting documents (*Manual UW Only*)
- 2-year tax return for self-employed borrowers, rental income to qualify or "other" income types
- Assets per AUS findings and program requirements
- Purchase contract (*if applicable*)
- Preliminary Title Report

JUMBO Programs

- DU Findings (*Approve/Ineligible, Jumbo 1 and 2 only*)
- Paystub dated within 30 days of 1003 and prior year 2 years W2 for all borrowers
- Credit report dated within 60 days of registration and associated with LMS and DU
- 2-years tax returns for self-employed borrowers, rental income, K-1's, 1120's and "other" income types
- 2 months current, consecutive bank statements (to support cash required to close and reserves as required by [WBC Jumbo Program Guidelines](#))
- Purchase contract (*if applicable*)
- Preliminary Title Report

FHA Purchase/Cash-Out/Simple and Regular Refinance

- [FHA Maximum Loan Amount Calculation-Simple Refinance](#)
- DU Findings (*refer to specific program for acceptable DU recommendations*)
- FHA Case Number Assignment AND Refinance Netting Authorization (*Simple Refinance Only*)
- Paystub dated within 30 days of 1003 and prior 2 years W2 for all borrowers
- Credit report dated within 60 days of underwriting and associated with LMS and DU
- BK papers, credit explanations with supporting documents (*FHA Manual UW Only*)
- 2-year tax return for self-employed borrowers, rental income to qualify or “other” income types
- 2 months current, consecutive bank statements
- Purchase contract (*if applicable*)
- Preliminary Title Report
- Payoff Demand (*Regular and Simple Refinance Only*)
- Non-Borrowing Spouse Credit Report (*if borrower is married and taking title sole and separate*)

FHA Streamline Refinance

- [FHA Maximum Loan Amount Calculation-Streamline Refinance](#)
- [FHA Streamline-Net Tangible Benefit](#)
- FHA Case Number Assignment AND Refinance Netting Authorization
- Initial Loan Application (1003)—Income and employment must be completed
- Tri-Merge Credit Report (*all borrowers*)
- Self-employed borrowers—verification of the business through a 3rd party Source
- Retirement and/or social security—the most recent bank statement or award letter
- Verified Assets (*only if funds are needed to close*)
- Copy of existing FHA Insured Mortgage Note
- Payoff statement of existing mortgage
- Non-Borrowing Spouse Credit Report (*if borrower is married and taking title sole and separate*)
- Preliminary Title Report