



New loan File Set Up Sheet
Revised June 11, 2008

Loan Officer: Primary Borrower Last Name:

Borrower's e-mail address: Co-borrower's e-mail address:

Date application signed: Date Turned into processing:

Scheduled Closing Date:

PLEASE NOTE: Any file that is not in full regulatory compliance with all disclosures completed, signed and dated will be returned to the originator until corrected.

Lender/Investor we are submitting this loan to:

Lender acct rep or contact name & #:

Loan Program type and term: (BE SPECIFIC!!!) (aka ARM, Fixed, Balloon, Buydown, etc. 30, 15 etc... 1st, 2nd etc)

Is loan a piggyback? Are both first and second going to same lender? IF NOT: Who is the lender for the second mortgage?

Has the loan already been run through an automated underwriting system? If so, please circle any or all that apply: D.O., L.P., STMP Partners, OTHER (Please specify). MAKE SURE PRINTED FINDINGS ARE IN THE FILE!!!

Is this a government loan? Please Check Appropriate box - FHA VA Are you using Down Payment Assistance? Which company are you using? Have you made sure the lender you have chosen accepts funds from this source? Make sure you order funds in sufficient time for closing and make sure operations team has appropriate proof to send to underwriting.

If loan is non-conforming, has it been graded and priced? Is grade sheet in file?

Is loan already registered and/or locked? If so, please make sure copy is in the file. If not yet, make sure operations team has a copy BEFORE we send loan to the investor so docs are correct.

Appraiser Name, Address, Phone #, Fax #, E-MAIL Address and License ID# If information is not provided, appraisal will not be ordered until it's received. Exceptions are Appraisal First, Susan Lynn & Golden Appraisals & Cole & Assoc. PLEASE NOTE: IF IT IS A PURCHASE & CHECK IS NOT IN THE FILE - appraisal WILL NOT be ordered till check is received!!!

IF VA NEW CONSTRUCTION: Need VA builder ID#, full name address, phone #

Closing Agent Name, Phone #, Fax #, E-MAIL ADDRESS! And Contact name for pre-closing info: Please be sure to supply ALL requested information or it WILL delay ordering title.

QVAULT SET UP INFORMATION FOR AGENTS/PARTNERS: Selling agent: (P) (F) E-Mail Address: Listing Agent: (P) (F) E-mail

IF PROPERTY IS A FSBO, Please supply same information for SELLER so appraiser and closing agent have contact information to get in for inspection or for closing agent

Any Notes, comments, details or special instructions the processing team needs to be aware of such as missing docs already ordered, escrow waivers etc.:

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