

CONVENTIONAL PRIOR APPROVAL UNDERWRITING CHECKLIST

Please upload this coversheet along with all other documents to our imaging system.
If you need a login, please contact PUFCorrespondent@LoanPacific.com

Contact Information

Correspondent Name: _____ **Corr. ID#:** _____

Main contact for decision/questions:

Name/Title: _____ **Email Address:** _____

Phone: _____ **Fax:** _____ **Today's Date:** _____

Special Instructions (attach cover letter if desired):

Loan Information

Borrower (last name, first name): _____ **Co-Borrower:** _____

Loan #: _____ **Loan Amount: \$** _____ **LTV** _____ **% FICO** _____

Mortgage Product: _____

Checklist

Please provide as much of the following information:

- Copy of Loan Registration Confirmation
- Completed Transmittal Summary (Fannie Mae 1008)
- DU/DO findings (must be Approved/Eligible)
- Copy of loan approval issued by Correspondent
- Initial signed and dated 1003 in addition to typed 1003
- Credit Report(s)
- Letters of Explanation for income, credit, employment, assets, etc.
- Income Documentation for all sources of income, if applicable
- Verification of Deposit and/or Bank Statements, if applicable
- Evidence of Earnest Money and/or Gift Letter/Documentation, if applicable
- Title Commitment
- Appraisal Report and exhibits
- Fully executed sales contract with all attachments, if applicable
- TIL, GFE and all other disclosures