



TFS Mortgage Corporation, Inc.

TFS Residential Mortgage Express Checklist

COMPLETE ALL APPLICABLE FIELDS

Submission
 Pre-Qualification
 Pre-Approval
 Reverse Mortgage Scenario
 Forward Mortgage Scenario

Originator Name:	Originator Phone:
Originator Email:	Date Received:

Property & Loan Specific Information

Property Address:				Year Built:
Property Type :	SFR 2-4 Unit Condo	Occupancy :	Primary 2nd Home Investment	
Loan Amount:	Property Value/Purchase Price:	LTV:	Rate &Term:	
Loan Purpose :	Purchase Rate/Term Cash Out Reverse	Loan Type :	Fixed Rate ARM Reverse Other	
Reverse Program :	Lump Sum Monthly Both	Source of Funds:	Savings Gift Grant	
Annual Property Taxes:	Annual Homeowner's Insurance:			
Annual Flood Insurance:	Monthly Homeowner's Association Dues:			
1st Mortgage Balance:	2nd Mortgage Balance:			
Other Monthly Debts/Payments Total:	Other Liens/ Judgments:			
Attorney/ Title Company Name:		Realtor Name:		
Phone:	Email:	Phone:	Email:	

Borrower and Co-Borrower Information

Borrower:		Co-Borrower:	
Phone Number:		Phone Number:	
Email Address:		Email Address:	
Best Way to Contact :	Phone Email	Best Time: _____	Best Way to Contact :
Annual Income:	Liquid Assets:	Annual Income:	Liquid Assets:
Income Type (check all that apply):	W2 1099 Self-Employed	Income Type (check all that apply):	W2 1099 Self-Employed
	Investment Social Security Pension Other		Investment Social Security Pension Other
<u>The Following Section is Required for Submission Only</u>		<u>The Following Section is Required for Submission Only</u>	
Exact Start Date with Current Employer or Retired:		Exact Start Date with Current Employer or Retired:	
Position Held with Current Employer:		Position Held with Current Employer:	
Work Telephone Number:		Work Telephone Number:	
Number of Years at Current Residence:		Number of Years at Current Residence:	
Number of Dependent Children and Their Ages:		Number of Dependent Children and Their Ages:	
Number of Years of School Attended:		Number of Years of School Attended:	
Race:		Race:	

LIST OF REQUIRED DOCUMENTATION ON NEXT PAGE



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REQUIRED DOCUMENTATION FOR SUBMISSION:

- Color Copy of Valid Driver's License for All Borrowers/Co-Borrowers	- 2 Years Most Recent W2s/1099s and Other Income Documentation
- Most Recent Paystubs Covering Most Recent 30 Days	- Divorce Decree & Property Settlement Agreement (If Applicable)
- Most Recent Pension and/or Social Security Award Letter	- Current Tax Bill, Homeowner's Declaration Page, Mortgage Statement (All Mortgages/Home Equities)
- 2 Years Most Recent Federal Tax Returns (All Schedules)	
- Legible Copy of Social Security Card & Birth Certificate (Reverse Mortgages Only)	- 2 Months Most Recent or Most Recent Quarterly Bank Statements (All Accounts)
- Completed Credit Report Authorization Form	- Completed & Signed Borrower's Certification & Authorization

Appraisal fees range between \$495 - \$795 and will be collected on the 4th business day after the Good Faith Estimate and Truth in Lending disclosure are mailed.

WE WILL ALSO NEED THE FOLLOWING FOR ALL RENTAL PROPERTIES, SECOND HOMES, OR VACANT LAND OWNED

- Current Homeowner's Insurance Declaration Page (All Properties)	- Current Lease Agreements (All Properties, All Units If Applicable)
- Current Mortgage Statements (All Mortgages/ Home Equities)	- Current Tax Bill (All Properties)

REQUIRED DOCUMENTATION FOR PRE-APPROVAL REQUESTS

- Most Recent Pay-stub Showing Year-to-Date Earnings
- 2 Years Most Recent Federal Tax Returns
- Completed Credit Report Authorization Form

MORTGAGE SOLICITOR CERTIFICATION

Please accept my signature as verification that this client was:

- Advised that the fees for appraisal will be collected via credit card authorization on/or after the 4th business day after the date the initial GFE & Til are mailed to the client.
- Provided with the TFS Consumer Privacy Notice.

_____ Date Given to Mortgage Department: _____

Mortgage Loan Originator Signature/Date

****PRELIMINARY INTERVIEW QUESTIONS FORM TO BE RETURNED FOR ALL SUBMISSION TYPES****



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TFS MORTGAGE EXPRESS

PRELIMINARY INTERVIEW QUESTIONS:

1. Has the client ever claimed bankruptcy? ____ Yes ____ No
 - a. Within 7 years? ____ Yes ____ No
2. Has the client ever had a property foreclosed on? ____ Yes ____ No
 - a. Within 7 years? ____ Yes ____ No
3. Is the subject property part of a Homeowner's Association or Condo Association? ____ Yes ____ No
 - a. Please provide HOA/Condo Association contact information (name & phone number)
 - i. _____
 - b. Is the property located in an adult only community? ____ Yes ____ No
4. If a refinance, are there any additional mortgages, liens, judgments on the property, including but not limited to HELOCs, including those with zero balances? Is the client planning on closing (C) or subordinating (S) these additional loans? Please check C or S and then list the loan.
 - a. C S _____
 - b. C S _____
 - c. C S _____
 - d. C S _____
5. If credit was run ahead of time, please read the credit report and check for the following:
 - a. Bankruptcies ____ Yes ____ No
 - b. Student Loans – Are these student loans cosigned for someone else? ____ Yes ____ No
 - c. Revolving Lines of Credit with \$0.00 balances that show paid but not closed ____ Yes ____ No
 - d. Late payments ____ Yes ____ No
 - e. Disputes/Write-offs ____ Yes ____ No
6. Please advise your client: During this process, it is important to:
 - a. Retain and provide copies of any and all checks they provide for deposit or down payment as soon as possible as they occur.
 - b. Make every effort to avoid any major purchases, especially those that require the extension of credit or financing, including cars, boats, motorcycles, furniture, etc.
 - c. Be careful and judicious about the use of their credit cards to avoid any issues that might adversely affect their ability to qualify.
 - d. Wherever possible, avoid moving money around in between accounts, since the lender will require the verification trail, and this will lead to unnecessary delays.
 - e. Keep copies of any checks that they deposit (outside of their normal paycheck) into their accounts and note the source of funds. Try to avoid large cash deposits also, as these funds cannot be sourced.
7. Have you discussed this file with TFS Mortgage Staff? ____ Yes ____ No
 - a. Please include specifics of this conversation along with your notes below