



## FILE ORDER & CHECKLIST

- For your convenience, we have listed below each form that we look for when reviewing your file during the compliance process. Please let us know if you have any suggestions for our checklist. Most files are turned around within 72 hours from receipt of both check/wire and file delivery. Feedback is encouraged and welcomed.
- All disclosures should have the name of the broker; Brookstone Mortgage Corporation and either the corporate address located at 4565 Ruffner Street, Suite 201, San Diego, CA 92111 or your *registered* branch address. The address you do decide to use must be consistent throughout the entire file.
- Disclosures should all be in a minimum 10pt type.

### LEFT

- **Commission Breakdown Form**
  - Summarize on this form how the broker check should be broken down and paid.
  - Attach copies of any third party invoices, such as; appraisal, credit, processing, HOA.
  - Please notate on the commission breakdown if this is a rush file (extra fees apply).
- **Copy of Broker Check or wire information.**
- **Loan Document Order Form or confirmation, completed**
- **Closing Disclosure (CD)**
- **Initial Loan Application (Fannie Mae form 1003, revised version 06/09)**
  - Completed as much as possible, along with 2 year employment and housing history, DOB and government monitoring is required.
  - Loan officer and borrowers must sign and date the day that the application is completed or within 3 business days and include NMLS number on the application.
- **Final Typed Loan Application (Fannie Mae form 1003, revised version 06/09)**
  - All blanks should be completed and appropriate boxes checked.
  - Borrower signature, date and initials on required pages.
  - Loan Officer Signature, name, phone, NMLS number and date on page 4.
  - Brookstone Mortgage Corporation name, address and phone on page 4.
- **Borrower Signature Authorization & Authorization to Release Information**
- **Disclosure Notices**
- **Copy of Loan Estimate (LE). Must be given within 3 business days of the initial application.**
- **Mortgage Loan Origination Agreement**
- **Privacy Policy**
- **Notice of Right to Receive Appraisal**
  - Please put borrower's email somewhere on the form so that we may email a copy.
  - The borrower has no deadline to receive appraisal by.
  - The address that should be listed for the borrower is Brookstone Mortgage Corporation. 4565 Ruffner St., Suite 201, San Diego, CA 92111.
- **CA Credit Score Disclosure**
  - Applicant name and address in the box at the top.
  - Credit scores for each borrower should be written/typed in the appropriate spaces.

- **Affiliated Business Disclosure (if applicable)**
  - This disclosure would only be necessary if you were doing both the loan and real estate transaction.
- **4506-T Request for Copy of Tax Returns (Version updated 09/2015)**
  - Needed for loans that required any type of income documentation, tax returns, W-2's.
  - Make sure to check appropriate boxes to which forms you would like and also fill in the years that you wish to obtain.
  - All in house processed loans will have a 4506 pulled from the IRS prior to submission to the lender.

## **RIGHT**

- Patriot Act Disclosure, completed.
- Intent to Proceed with mortgage loan.
- AUS / DU findings.
- Anti-Steering Disclosure.
- Authorization of Social Security number.
- Photocopy of Borrower's Driver's License or other picture ID, if required by the lender or if a FHA loan.
- Escrow docs and CPL (Closing Protection Letter)
- Title Documents with any addendums attached – 24 month chain of title.
- Submission Forms, Condition Sheets and Approvals from Lender.
- Credit Documents as required by Lender, examples listed below;
  - Credit Report and any supplements, in Brookstone's name.
  - LOE about any credit issues within the last 2 years.
  - LOE for recent inquiries on the report.
  - Bankruptcy Paperwork.
  - Divorce Decree if needed to prove debts no longer responsible for.
- Income Documentation, if applicable, examples listed below;
  - 2 years of W-2 forms.
  - 2 years of 1099 forms.
  - 2 years of Tax Returns with any applicable schedules.
  - Most current Profit and Loss Statements.
- Source of Funds Documentation, if a purchase transaction and as required by lender in the form of bank statements or a gift letter if applicable.
- Receipt of deposit for purchase and show it coming out of bank account and clearing.
- Assets showing reserves for refinance, current 2 months of bank statements, IRA or retirement statements (3 months for Self Employed).
- Full Appraisal with Photos and all attachments or re-inspections.
- Copy of Hazard Insurance Declarations page (and if required; Flood Insurance).
- HOA Related documents, cert, HO-6, monthly dues billing, budget.
- Real Estate Contract & Addendums if a purchase transaction, clearly printed or typed info.
- Termite Clearance, if required by lender.
- Any other documentation requested by the lender/underwriter.
- Copy of loan docs, note, deed, finals.
- Any lender specific forms.