

Non-Delegated Correspondent

Minimum Required Documents for Initial Underwriting



Last Updated: 10/22/2025(KM)

	Standard Requirements	Required Documentation
1	APPRAISAL PRODUCT	<ul style="list-style-type: none"> • AVM or Drive-By • Full Appraisal order Receipt • If this is not completed at the time of submission, please advise within the condition note which appraisal product is being used.
2	PHOTO IDENTIFICATION	<ul style="list-style-type: none"> • US Citizen Permanent Resident • Non-Permanent Resident
3	SUBJECT PROPERTY - FIRST LIEN	<ul style="list-style-type: none"> • Mortgage Statement
4	SUBJECT PROPERTY - EXPENSES	<ul style="list-style-type: none"> • HOI Policy • Condo Master Policy (if applicable) • HOA Statement (if applicable) • Flood Policy (If applicable)
5	TITLE PRODUCT	<ul style="list-style-type: none"> • Property Report or Full Title Policy • If this is not completed at the time of submission, please advise within the condition note which title product is being used.
	INCOME USED FOR QUALIFICATION	
	a. Wage Earner Income:	<ul style="list-style-type: none"> • Current Paystub with YTD earnings • W2s - most recent 2 years
	b. Self-Employed Income:	<p>Self-Employed greater than or equal to 5 years</p> <ul style="list-style-type: none"> • All pages and schedules of the most recent years personal and business tax returns • Most recent years 1040 tax transcripts <p>Self-Employed less than 5 years</p> <ul style="list-style-type: none"> • All pages and schedules of the most recent 2 years of personal and business federal tax returns • The most recent 2 years 1040 tax transcripts
	c. Long-Term Rental Income:	<ul style="list-style-type: none"> • Current Lease Agreement • Personal Tax Returns - Most Recent 2 Years
• 6	d. Other Income: (document options per guidelines)	<ul style="list-style-type: none"> • Auto Allowance • Capital Gains • Child Support/Alimony • Dividend/Interest • Foster Care • Housing or Parsonage • IRA (Newly Established) • Note Receivable Pension • Retirement/Annuity/IRA Royalty Payment • Short Term Rental • Social Security Trust • Union Members VA Benefits

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ADDITIONAL REQUIREMENTS		
7	REO PROPERTY - EXPENSES (if applicable)	<ul style="list-style-type: none">• Mortgage Statement• HOA Statement• If owned free/clear - Taxes, HOI, HOA, Flood
8	CREDIT INQUIRY LETTER	A letter addressing all recent inquiries
9	EXPLANATION FOR ANY OMITTED/IGNORED LIABILITIES	All tradelines omitted/ignored require the reason explanation
10	CREDIT REPORT	All pages of the credit report