



General Infor

**HEMC Broker :** \_\_\_\_\_

Borrower Name : \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Check List

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| Business development Sheet with picture of property                      | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| ISC Property Printout with Comparables                                   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Credit report (In-House)   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Good Faith Estimate - 3 pages(must be signed by borrowers)               | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Warranty Deed (or Tax Bill if Deed not Available)                        | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Title Policy   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Home Owner's Insurance Policy  | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Completed and Signed 1003 App.(Borrowers must Initial every page)        | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Copy of Photo ID and Social Security Card (for Borrower & Co-Borrower)   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Patriot Act Disclosure   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Executed Disclosure Forms  |   |
| a) T.I.L (2)   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| b) Lock / Float Agreement  | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| c) Disclosure Notices  | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| d) Servicing Disclosure Statement  | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| e) Certification and Authorization                                       | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| f) Signed List of Affiliated Business                                    | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| HUD Booklet should be given to Borrower (with copies of TIL Disclosures) | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Current Mortgage Holder(s) Information (Account#, etc)                   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Verification of income   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| HOEPA Worksheet (Only if it is a HOEPA loan)                             | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Permit Search  | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |
| Aerial Map (From County website)   | Included: <input type="radio"/> Pending: <input type="radio"/> N/A: <input type="radio"/> See Below <input type="radio"/> |

Others

Specify Property type                      Residential (Primary):  Residential(Investment):  Commercial:  Vacant Land:   
 Send File To:                                  Mayron Rayvis:  Veronica Rivas:  Dominic Abreu:  Paul Contessa:  Ana Ma. Davide:

Comments

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Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_