

Mortgage Processing Solutions

Please complete this form in its entirety on each loan submitted for processing to ensure proper handling.

**Email your Point or .fsm (Fannie Mae Format) file to marie.ogle@gmail.com,
fax this document to 775-854-9743 and send the original file directly to your processor.**

Date: _____ Projected Closing Date: ___/___/___
Originator: _____ Phone#: _____ Purchase Agreement Expiration: ___/___/___
Originator's Email: _____ Lock Expiration Date: ___/___/___
Company: _____ Credit Score: Borrower: _____ CoBorrower: _____
Borrowers Name: _____ Preferred Processor: _____
Property Address: _____ Property Type: _____
Password from Point file: _____

<u>Loan Information</u>	<u>Loan Purpose</u>	<u>Loan Type</u>
Loan Amount:\$ _____	<input type="checkbox"/> Purchase	<input type="checkbox"/> Conforming Conventional
Property Value:\$ _____	<input type="checkbox"/> R/T Refinance	<input type="checkbox"/> Jumbo Conventional
LTV: _____ CLTV: _____	<input type="checkbox"/> Cash-out Refinance	<input type="checkbox"/> Sub-Prime
Occupancy: _____	<input type="checkbox"/> 2 nd Mortgage/HELOC	<input type="checkbox"/> FHA <input type="checkbox"/> Streamline
Doc Type: (Full, NIV, etc) _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> VA <input type="checkbox"/> Streamline

Lender Information

Lender: _____ Interest Rate _____ Lock Date: ___/___/___ Lock Expiry: ___/___/___
Contact: _____ Loan Fees _____ Loan Program _____
Phone: _____ AU Access Info: Username _____ Password _____
Fax: _____ Lenders Web Address _____

Third Party Vendors Information

<u>Title Insurance</u>	<u>Appraiser</u>	<u>*Escrow/Closing Company</u>
<input type="checkbox"/> MPS Select Vendor	<input type="checkbox"/> MPS Select Vendor	<input type="checkbox"/> MPS Select Vendor
<input type="checkbox"/> MPS Order from Company Below	<input type="checkbox"/> MPS Order from Company Below	<input type="checkbox"/> MPS Order from Company Below
<input type="checkbox"/> Ordered by Broker (See Below)	<input type="checkbox"/> Ordered by Broker (See Below)	<input type="checkbox"/> Ordered by Broker (See Below)
Company _____	Company _____	Company _____
Phone: _____	Phone: _____	Phone: _____
Contact: _____	Contact: _____	Contact: _____
Date Ordered: ___/___/___	Date Ordered: ___/___/___	Date Ordered: ___/___/___

Please send any of the following DIRECTLY TO YOUR PROCESSOR:

- | | |
|---|---|
| <input type="checkbox"/> Complete 1003 | <input type="checkbox"/> Borrowers Signed Authorization Form |
| <input type="checkbox"/> Completed GFE | <input type="checkbox"/> Pre-approval on Sub-Prime scores less than 575 |
| <input type="checkbox"/> Borrowers Credit Report | <input type="checkbox"/> This Loan Submission Form |
| <input type="checkbox"/> Purchase/Sales Agreement (Purchase Loans Only) | <input type="checkbox"/> AU Decision Sheet (if applicable) |
- Please prepare and send required Disclosures to Borrower: Additional Fees apply – call for details
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Comments, Important Borrower/Property Needs and/or Issues
