

# Purchase Review Checklist

## LENDER INFORMATION

Correspondent Lender: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

## LOAN INFORMATION

Borrower Name: \_\_\_\_\_  
Loan Number: \_\_\_\_\_

## REQUIRED DOCUMENTS FOR PURCHASE REVIEW

### CREDIT & COMPLIANCE DOCUMENTS

- Final AUS
- Final 1008 Transmittal/92900LT/VA Loan Analysis
- Final 1003
- Credit report and supporting documentation
- Tax transcripts
- Income documentation (*per AUS findings*)
- Income calculation worksheet
- Asset documentation (*per AUS findings*)
- Real Estate Contract (*for purchase transaction*)
- Condo documentation (*if applicable*)
- Flood Certification
- Final appraisal report (*must be uploaded in color*)
- Proof of Delivery of Appraisal or Waiver
- Title Commitment (*mortgagee must include ISAOA*)
- Hazard Insurance Dec Page (*mortgagee must include ISAOA*)
- Flood Insurance Dec Page (*if applicable; mortgagee must include ISAOA*)
- Payoff Statement (*if applicable*)
- Compliance Certificate (*QM and points & fees test results*)
- Initial 1003
- All Loan Estimates and CICs
- Settlement Service Provider List
- Notice of Intent to Proceed
- Borrowers Authorization
- Homeowner's Counseling Disclosure and list of 10 agencies
- Initial or Final ECOA
- Initial or Final Patriot Act Disclosure with ID information OR CIP/ID Cert with disclosure information

**Send Original Note and Wire Instructions or Bailee Letter:**

First Community Mortgage, Inc.  
ATTN: Delegated Correspondent Division  
262 Robert Rose Drive, Suite 200  
Murfreesboro, TN 37129

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## COLLATERAL & CLOSING DOCUMENTS

- Copy of all documents executed at closing
- All Closing Disclosures and Applicable CIC's
- First Payment Letter
- Signed 4506T- final
- Copy of Deed of Trust/Mortgage/Security Instrument & MIN Registration
- Initial Escrow Account Disclosure
- Copy of Note (plus Copy of Allonge, if applicable)
- Seller's Wire Instructions (if self-funding) OR Bailee Letter (to be delivered with Note if using warehouse bank)
- Right of Rescission Form, as applicable
- Tax Information Sheet
- W-9 Form
- Warranty Deed
- Closing Protection Letter

## CONVENTIONAL LOAN DOCUMENTS

- UCDP Submission Summary (SSR)
- MI Certificate and proof of payment OR proof of activation, if applicable
- MI disclosure / Notice Concerning Private Mortgage Insurance, if applicable

## FHA LOAN DOCUMENTS

- LDP/GSA results
- FHA case number and clear CAIVRs
- FHA MIP – Proof of payment
- FHA disclosures: Assumption Notice, Privacy Notice, Important Notice, Informed Consumer Choice, For Your Protection (purchase only)

## VA LOAN DOCUMENTS

- LDP/GSA results
- VA Certification of Loan Disbursement (VA Form – 26-1820)
- VA Funding Fee – Proof of payment
- VA Certificate of Eligibility or Exemption
- VA disclosures: Federal Collection Policy, Rights of VA Borrower, Debt Questionnaire 26-551, Military Counseling (active duty only)

## USDA LOAN DOCUMENTS

- USDA Conditional Commitment for Single Family Housing Loan Guarantee (form 3555-18)
- USDA Request for Single Family Housing Loan Guarantee (form 3555-21)
- USDA GLS Lender Loan Closing Confirmation
- Any other USDA documents, as applicable

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