



first community mortgage

Home Opportunity Loan Purchase Review Submission Checklist

LENDER INFORMATION

Correspondent Lender: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

LOAN INFORMATION

FCM Loan Number: _____

Borrower Name: _____

REQUIRED DOCUMENTS FOR PURCHASE REVIEW

Credit docs not required if FCM underwrote

CREDIT & COMPLIANCE DOCUMENTS

- Completed lock request
- Import Updated FNMA 3.4 to TPO Connect
- LQI/UDM Report/Soft Pull
- Final 1008 Transmittal
- Credit Report with borrowers' full names and address per URLA and alternate tradeline documents if applicable
- Credit Inquiry letter / Letter of Explanation
- Tax Returns for prior year – fully executed – required self-employed borrowers only
- Borrower's unexpired Government Photo ID & supplemental documentation
- Written VOE for current employer for non-self-employed borrowers
- Verbal VOE dated within 10 days of closing for current employer
- Verbal VOE covering a full 2 years
- 12 Month mortgage or rental history. A rent-free letter accepted on LTV's <= 80% / No Score <= 75%
- 12-month payment history for liabilities paid by third party – if applicable
- Child support or Alimony documentation – if applicable
- Rental income – if applicable – 12-month lease or schedule E required
- Income Calculation Worksheet
- Asset Documentation - Most Recent 60-day bank statements
- Gift Letter – if applicable
- Earnest money supporting documentation– if applicable
- Real Estate Contract – *for purchase transactions*
- Condo documentation - *if applicable*
- Flood Certification
- Final Appraisal Report – must be uploaded in color
- Final Inspection 1004D – if applicable – must be uploaded in color
- UCDP Submission Summary (SSR)
- Proof of Delivery of Appraisal or Waiver
- Title Commitment – mortgagee must include ISAOA/ATIMA
- Hazard Insurance Dec Page - mortgagee must include ISAOA/ATIMA
- Flood Insurance Dec Page – if applicable, mortgagee must include ISAOA/ATIMA
- Payoff Statement – if applicable
- Compliance Certificate – QM and Points & Fees test results
- Initial and Final signed Application (URLA)
- All Loan Estimates and CICs
- Settlement Service Provider List
- Notice of Intent to Proceed
- Borrower's 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:

Home Opportunity Loan Purchase Review Submission Checklist

COLLATERAL & CLOSING DOCUMENTS

- Copy of all documents executed at closing
- All Closing Disclosures and Applicable CIC's
- First Payment Letter
- Signed 4506C- 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

Send Original Note and Wire Instructions or Bailee Letter:

First Community Mortgage, Inc.
ATTN: Collateral Department
262 Robert Rose Drive, Suite 200
Murfreesboro, TN37129