



## Non-Delegated Correspondent (NDC) Tier 2 Purchase Review Submission Sheet

**\*\*\*Please complete this form and provide with the uploaded package\*\*\***

Contact Name and Email for Suspense conditions \_\_\_\_\_

Contact Name and Email for Purchase Advice \_\_\_\_\_

Documents needed to clear the Prior to Purchase Conditions listed on Final Approval

Final Signed 1003 from closing

Proof of Delivery of Appraisal/Waiver

Copy of Title Commitment

Hazard Insurance Dec Page (*mortgagee clause must include ISAOA/ATIMA*)

Flood Insurance Dec Page – if applicable (*mortgagee clause must include ISAOA/ATIMA*)

Most Recent Compliance Report/Loan Detail Report

All Loan Estimates and CIC's

All Closing Disclosures and applicable CIC's (*Final & Initial*)

Seller's executed CD, if a purchase loan

Successful Fannie Mae and Freddie Mac UCD feedback certificates, including all pages and edit messages. Disclosing file has met both Fannie Mae's and Freddie Mac's requirements (*not required on FHA, VA, or RD Loans*)

Business Partner's wiring instructions or bailee letter, as applicable

Verbal Verification of Employment

Evidence no new debts have been established (i.e. Soft Pull, Loan Review Report, LQI Cert. from UDM) (*not required on FHA, VA, or RD Loans*)

Copy of **all documents** executed at closing. Must include the following:

- Final Patriot Act Disclosure with ID Information or CIP/ID Cert with disclosure information
- First payment Letter
- Initial Escrow Account Disclosure Statement
- Escrow Waiver Form – if applicable
- Final Signed 4506C
- W-9 Form
- Name Affidavit
- Note
- Deed of Trust / Mortgage and any Riders
- Notice of Right to Cancel – if applicable
- Tax Record Information Sheet
- Warranty Deed or Quit Claim deed – if applicable
- MI Disclosure / Notice Concerning Private Mortgage Insurance, if applicable
- All FHA Disclosures, if applicable - including HUD Form 92900-a
- All VA Disclosures, if applicable - including VA Form 26-1820 & VA Form 26-1802a

If you have any questions regarding your purchase review submission, please email

**[NDCPurchasing@fcmpartners.com](mailto:NDCPurchasing@fcmpartners.com)**