



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

Credit docs not required if FCM underwrote

- ☐ Import Updated FNMA 3.4 to TPO Connect
- ☐ LQI/UDM Report/Soft Pull *(required for Conv & FHA loans not underwritten by FCM)*
- ☐ Final AUS
- ☐ Final 1008 Transmittal/g2900LT/VA Loan Analysis
- ☐ Final Signed Application (1003/URLA)
- ☐ 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 Signed Application (URLA/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



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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 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

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