**SUBMISSION CHECKLIST FOR PORTFOLIO ARM’s**

 **Submit file through** **Morris@fremontbank.com**

[ ] If broker provided LE/disclosures to borrower - LE and service provider dated within 3 days of application.

[ ] Est Settlement statement of fees from title – all fees for buyer (and seller if purchase)

[ ] DU Findings **released** to Fremont Bank or 3.4 (will need authorization to run credit-provide at time of submission or may delay the file)

[ ] Credit Report

[ ] Typed 1003 and 1008 – Include NMLS info

[ ] Income Documentation – Current Pay-stubs & 2 years W-2’s

[ ] Self Employed Income Docs: REQUIRED - 2 year personal tax returns with ALL Schedules. 2 year business returns ( 1120/1065) if borrower has corporation or partnership K-1 shows interest 25% or greater)

[ ] Asset Documentation- REQUIRED - 2 months consecutive bank statements or most recent quarterly statement – **all** pages - Proof of accessibility for 401k, if applicable

[ ] 4506C- Fully executed by all borrowers: will need wet signatures. (confirm address on filed returns for reduction in rejection from IRS) – REQUIRED for all Portfolio products.

[ ] TRANSCRIPTS REQUIRED: Will order tax transcripts and results will be needed PTD. Will accept borrower provided IRS transcripts.

[ ] Patriot Act Information Disclosure- Complete and signed by broker- DO NOT INCLUDE PHOTO ID’S

[ ] Purchase Contract (legible) **all** pages signed by all parties including all addendums and counter offers.

[ ] Preliminary Title Report – MUST BE FULL ALTA for all transactions + Escrow Instructions if applicable

[ ] See product guidelines for minimum reserves

[ ] Presence of compensating factors may need to be verified to support Loan Committee approval to process and/or meet ATR (Ability to Repay)

[ ] Provide cover sheet to detail the borrower if convoluted income, credit etc. Tell the story

Contact your Account Executive with questions