

## Minimum Submission Requirements

Description
<p>REM N requires certain documents to be provided for disclosures and setup. Please see minimum standard requirements for each submission type below*:</p> <p><i>*All minimum submission requirements must be received before the loan is moved to underwriting</i></p>
REM N Prepared Initial Disclosures – Required Documents
<p>To request REM N-prepared initial disclosures, the following is required:</p> <ul style="list-style-type: none"> <li>• Credit Report or AUS results</li> <li>• Contract of Sale (Purchase loans only)</li> <li>• Max Mortgage Worksheet (Renovation loans only)</li> </ul>
Submit to Setup after REM N Prepared Initial Disclosures – Required Documents
<p>When a file that has been disclosed by REM N is being submitted for setup, the following is required:</p> <ul style="list-style-type: none"> <li>• AUS must be Approve/Eligible (Conventional loans only)</li> <li>• Income documentation for all borrowers on loan               <ul style="list-style-type: none"> <li>– Unexpired paystub and most recent W2*                   <ul style="list-style-type: none"> <li>*Written VOE is acceptable in lieu of a W2</li> <li>*If borrower is salaried (not hourly; fixed salary only), no W2 or written VOE required for initial submission</li> </ul> </li> <li>– Most recent filed tax return (self-employed borrowers)</li> </ul> </li> <li>• Access Bank Statement Program: Bank Statements for 12 or 24 months respectively</li> <li>• Signed 1003 by the MLO (if MLO has not e-signed yet)</li> <li>• Signed Intent to Proceed by all borrowers (if borrower(s) have not e-signed yet)</li> <li>• Consultant’s report (SOR) IF required or Contractor Bid (Renovation loans only)***               <ul style="list-style-type: none"> <li>*** Must be approved by Renovation Concierge Desk prior to underwriting submission</li> </ul> </li> </ul>
Submit to Setup with Auto/Broker/Emerging Banker Prepared Initial Disclosures – Required Documents
<p>When a file that has been disclosed by the Broker or Emerging Banker is submitted for setup, the following is required:</p> <ul style="list-style-type: none"> <li>• AUS must be Approve/Eligible (Conventional loans only)</li> <li>• Contract of Sale (Purchase loans only)</li> <li>• Credit Report</li> <li>• Income documentation for all borrowers on loan               <ul style="list-style-type: none"> <li>– Unexpired paystub and most recent W2*                   <ul style="list-style-type: none"> <li>*Written VOE is acceptable in lieu of a W2</li> <li>*If borrower is salaried (not hourly; fixed salary only), no W2 or written VOE required for initial submission</li> </ul> </li> <li>– Most recent filed tax return (self-employed borrowers)</li> </ul> </li> <li>• Access Bank Statement Program: Bank Statements for 12 or 24 months respectively</li> <li>• Signed 1003 by the MLO</li> <li>• Signed Initial Loan Estimate by all borrowers**</li> <li>• Signed Intent to Proceed by all borrowers**</li> <li>• Consultant’s report (SOR) IF required or Contractor Bid (Renovation loans only)***               <ul style="list-style-type: none"> <li>*** Must be approved by Renovation Concierge Desk prior to underwriting submission</li> </ul> </li> <li>• Max Mortgage Worksheet (Renovation loans only)***</li> </ul> <p><i>** If borrower e-signed, proof of e-consent must be provided</i></p> <p><i>*** Must be approved by Renovation Concierge Desk prior to underwriting submission</i></p>