

Minimum Submission Requirements

Description

REM N requires certain documents to be provided for disclosures and setup. Please see minimum standard requirements for each submission type below*:

**All minimum submission requirements must be received before the loan is moved to underwriting*

REM N Prepared Initial Disclosures – Required Documents

To request REM N-prepared initial disclosures, the following is required:

- Credit Report or AUS results
- Contract of Sale (Purchase loans only)
- Max Mortgage Worksheet (Renovation loans only)

Submit to Setup after REM N Prepared Initial Disclosures – Required Documents

When a file that has been disclosed by REM N is being submitted for setup, the following is required:

- AUS must be Approve/Eligible (Conventional loans only)
- Income documentation for all borrowers on loan
 - Unexpired paystub and most recent W2*
 - *Written VOE is acceptable in lieu of a W2
 - *If borrower is salaried (not hourly; fixed salary only), no W2 or written VOE required for initial submission
 - Most recent filed tax return (self-employed borrowers)
- Access Bank Statement Program: Bank Statements for 12 or 24 months respectively
- Signed 1003 by the MLO (if MLO has not e-signed yet)
- Signed Intent to Proceed by all borrowers (if borrower(s) have not e-signed yet)
- Consultant's report (SOR) IF required or Contractor Bid (Renovation loans only)***
 - *** Must be approved by Renovation Concierge Desk prior to underwriting submission

Submit to Setup with Broker/Emerging Banker Prepared Initial Disclosures – Required Documents

When a file that has been disclosed by the Broker or Emerging Banker is submitted for setup, the following is required:

- AUS must be Approve/Eligible (Conventional loans only)
- Contract of Sale (Purchase loans only)
- Credit Report
- Income documentation for all borrowers on loan
 - Unexpired paystub and most recent W2*
 - *Written VOE is acceptable in lieu of a W2
 - *If borrower is salaried (not hourly; fixed salary only), no W2 or written VOE required for initial submission
 - Most recent filed tax return (self-employed borrowers)
- Access Bank Statement Program: Bank Statements for 12 or 24 months respectively
- Signed 1003 by the MLO
- Signed Initial Loan Estimate by all borrowers**
- Signed Intent to Proceed by all borrowers**
- Consultant's report (SOR) IF required or Contractor Bid (Renovation loans only)***
 - *** Must be approved by Renovation Concierge Desk prior to underwriting submission
- Max Mortgage Worksheet (Renovation loans only)***

*** If borrower e-signed, proof of e-consent must be provided*

**** Must be approved by Renovation Concierge Desk prior to underwriting submission*