



**CLASSIC FULL DOC LOAN – SUBMISSION CHECKLIST**

Broker Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Borrower Name: \_\_\_\_\_ Loan #: \_\_\_\_\_

AE: \_\_\_\_\_

FAX OR EMAIL File (PDF format to:  
Fax # 713-843-7722  
[submissions@classichomefinancial.com](mailto:submissions@classichomefinancial.com)

**Credit package:**

- \_\_\_\_\_ Loan Submission Form
- \_\_\_\_\_ Typed 1008, Transmittal Summary
- \_\_\_\_\_ Typed 1003, Application
- \_\_\_\_\_ Initial 1003, Scratch Application
- \_\_\_\_\_ Credit Report
- \_\_\_\_\_ Alternative Credit Documentation (if applicable) – See Alt Credit Guides
- \_\_\_\_\_ Verification of Rent / Mortgage (if required by AUS) minimum 12 month’s primary housing
- \_\_\_\_\_ Credit Explanation, if applicable (if required by AUS)
- \_\_\_\_\_ Divorce Decree, if applicable
- \_\_\_\_\_ Bankruptcy Papers, if applicable
- \_\_\_\_\_ Verification of Employment and/or Verbal VOE
- \_\_\_\_\_ Current pay stubs (certified copies) (as required by AUS)
- \_\_\_\_\_ W-2 (certified copies) (as required by AUS)
- \_\_\_\_\_ Tax Returns, if applicable (all pages and schedules): OR current year extension
- \_\_\_\_\_ Verification of deposit
- \_\_\_\_\_ Current bank statement, all pages (certified copies) (as required by AUS)
- \_\_\_\_\_ Executed Gift Letter & supporting docs (if applicable)
- \_\_\_\_\_ Rental Agreements (certified copies) (if applicable)
- \_\_\_\_\_ Fully Executed Purchase Contract with all addenda (if applicable)
- \_\_\_\_\_ Condo Questionnaire (if applicable)
- \_\_\_\_\_ Appraisal **Can be e-mailed to [appraisals@classichomefinancial.com](mailto:appraisals@classichomefinancial.com)**
- \_\_\_\_\_ Signed Good Faith Estimate (issued within compliance)
- \_\_\_\_\_ Signed Truth In Lending (issued within compliance)
- \_\_\_\_\_ Transfer of Servicing Disclosure – reflect ‘04, ‘05 & ‘06
- \_\_\_\_\_ ECOA
- \_\_\_\_\_ Appraisal Disclosure
- \_\_\_\_\_ Borrower’s Credit Authorization
- \_\_\_\_\_ Credit score Disclosure
- \_\_\_\_\_ Privacy policy
- \_\_\_\_\_ Broker origination agreement
- \_\_\_\_\_ Patriot Act Disclosure
- \_\_\_\_\_ ARM Disclosure (if applicable)
- \_\_\_\_\_ Signed 4506T and/or 8821

**Closing/title information:**

- \_\_\_\_\_ Fee Sheet (include Title Company and email address for docs)
- \_\_\_\_\_ Title Work with Tax Information / Certificates / Chain of Title
- \_\_\_\_\_ Wiring Instructions
- \_\_\_\_\_ Hazard Insurance
- \_\_\_\_\_ Survey
- \_\_\_\_\_ Lock Sheet

10700 Richmond Ave, Suite 340  
Houston, Texas 77042  
713-843-7720 or 866-496-7911