



WHOLESALE SUBMISSION CHECKLIST

BROKER INFORMATION

Date _____ Broker/LO _____ Email _____
Processor _____ Phone _____ Email _____

LOAN INFORMATION

Borrower(s) _____
Property Address _____
Loan Amount _____ Sales Price _____ Value _____
VIP CODE _____ LTV/CLTV _____ Rate _____
Occupancy OO 2ND INV Property Type SFR PUD CONDO MANUF 2-4 UNIT

UNDERWRITING DOCUMENTATION

ALL LOANS

AUS (DO/LP)
1008/Transmittal
Initial URLA Signed by all Parties
Credit Report
VOM/VOR (If not on credit report)
Copy of Current Mortgage Statement (refinance)
Income Docs (VOE, paystubs, W2s, tax returns, etc.)
Assets (bank statements, Gift Letters, EMD, etc.)
Purchase Contract & Addendums

FHA LOANS

962900 - LT

USDA LOANS

GUS Findings
Property Eligibility Map
USDA Max Loan Amount Worksheet (Refi)

VA LOANS

Certificate of Eligibility
Prior Loan Validation (IRRRL)
IRRRL Max Loan Amt Worksheet

COLLATERAL AND TITLE INFORMATION

XML or 1st Gen PDF Version of Appraisal Report
CDA or AVM (if applicable)
Preliminary Title Report
CPL
Wire Instructions
Hazard/Hurricane/Flood Policy
Condo Documentation (if applicable)
Trust/POA Documentation (if applicable)

Mortgagee Clause

For all states except those listed below in red, use:

V.I.P. Mortgage, Inc. ISAOA
9221 East Via de Ventura
Scottsdale, AZ 85258

For AR, CA, LA, NJ,
OK, and TX use:

V.I.P. Independent Mortgage, Inc. ISAOA
9221 East Via de Ventura
Scottsdale, AZ 85258

For OH use:

V.I.P. Independent Mortgage, Inc.
ISAOA (V.I.P. Mortgage, Inc.)
9221 East Via de Ventura
Scottsdale, AZ 85258

FHA Lender ID: 2563800009

VA Lender ID: 9102250000