



PRE-SUBMISSION TO LENDER CHECKLIST

Must be completed for all loans BEFORE they are submitted to a Lender
Senior Mgt Signature not required if ALL originals sent in – unless score <620

REMINDER:

HIGH-COST LOAN WORKSHEET must be completed on ALL LOANS once you have received the signed GFE and the loan is locked. Do not wait until the day of closing.....

Borrower Name _____
Loan Officer _____
Processor _____

INCOME DOCUMENTS	Original?	Copy	VOE Done
W2 – 1 st year			
W2 – 2 nd year			
PayStubs			

Tax Returns?	Action	Signoff
self prepared and e-filed?	Get copy of e-file record for file	
Tax Returns self prepared and NOT e-filed	Pull 4506T	
Tax Returns – Paid Preparer?	Contact Paid Preparer	

ASSET DOCUMENTS	Original	Copy	VOD Done
Bank Statements			
401K Docs.			
Investment Docs.			

Senior Management Review/Approval

Manager

Date

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