

We Want To Talk To You!

PLEASE TELL US WHO AND WHERE?

WITHOUT THIS, IT'S REALLY HARD TO SHOW HOW MUCH WE CARE!

LOAN OFFICER NAME: _____		COMPANY: _____	LOAN OFFICER LIC#: _____
BRK PRIMARY CONTACT: _____		PHONE: _____	EMAIL: _____
BRKR SECONDARY CONTACT: _____		PHONE: _____	EMAIL: _____
CPF LOAN #:	PRODUCT CODE:	PROGRAM:	
LTV: _____%	CLTV: _____%	RATE: _____	LOCKED DATE (if applicable): _____
BORROWER NAME: _____		BORROWER EMAIL: _____	
CO-BORROWER NAME: _____		CO-BORROWER EMAIL: _____	
FICO SCORES:	BORROWER: _____	CO-BORROWER: _____	
<input type="checkbox"/> PRIMARY RESIDENCE <input type="checkbox"/> SECOND HOME <input type="checkbox"/> INVESTMENT		<input type="checkbox"/> SFR <input type="checkbox"/> CONDO/PUD <input type="checkbox"/> 2-4 UNITS	
		<input type="checkbox"/> PURCHASE <input type="checkbox"/> RATE/TERM <input type="checkbox"/> CASH-OUT REFI	
MI COMPANY:	MGIC <input type="checkbox"/>	GENWORTH <input type="checkbox"/>	UG <input type="checkbox"/>
			RADIAN <input type="checkbox"/>
MI TYPE:	BORROWER PAID MONTHLY: <input type="checkbox"/>	BORROWER PAID SINGLE: <input type="checkbox"/>	LENDER PAID SINGLE (LPMI): <input type="checkbox"/>
		(not financed)	

Required for loan to be DISCLOSED by ClearPoint Funding, Inc

- This submission form fully completed
- ClearPoint funding requires loan to be registered or locked prior to submission for disclosures
- 1008 Transmittal Summary
- Initial Signed and Dated 1003 (with all HMDA/GMI data complete)
 - (If application was taken *FACE TO FACE* the 1003 must be signed by the *BORROWER*)
 - (If application was taken by *PHONE, INTERNET or MAIL* the 1003 must be signed by the *LOAN OFFICER*)
- GFE with accurate Fees dated within 3 days of application
- Settlement Provider List
- Broker Compensation Disclosure and Initial Fees Worksheet showing breakdown of fees
- DO Findings ran with "**CITI**" as lender left in Interim status **NOT FINAL**
- Tri-merge credit report (Must be one used with DO Findings), No older than 60 days
- MI eligibility quote from chosen MI partners website (MGIC, UG, Genworth, Radian)

All of the above and BOLD items below are required for submission to UNDERWRITING

- Completed and signed 4506T by all borrowers** (separate form if Joint on Return and must be same address as shown on return)
- Borrowers Authorization**
- Income documentation** (as applicable per CPF guidelines and AUS findings)
- Final Typed 1003/1008**
- Verification of assets** (as applicable per CPF guidelines and AUS findings, large deposits must be sourced)
- Verification of Mortgage if not shown on credit report** (most recent 12 months)
- LOX for all adverse credit and credit inquiries
- Evidence of social security number, if not on paystub or W-2
- Social Security Consent Form (Must be CPF Form, when required)
- Current Note and/or mortgage statement (confirming net tangible benefit)
- Copy of current note (Refinance only)
- Payoff statement (Refinance only)
- Appraisal Report (Uploaded in COLOR) or PIW Disclosure (NOTE: \$75 PIW fee must be included in box 1 of origination of GFE)
- Appraiser License
- ClearPoint Funding Condo / PUD Questionnaire
- Divorce decree (If Applicable)
- Executed Purchase agreement and addendums (Purchase only)**
- Earnest Money Verification/Copy of cancelled checks (front and back, sourced)
- All other applicable and state specific Broker Disclosures (signed by all borrowers)
- Subordination agreement (if applicable)
- Closing Fee Sheet
- Title Commitment - (Must show 24 month chain)
- CPL, Wire, E&O, Attorney fee sheet/Prelim HUD
- Insurance binder (showing premium, PIF or amount due and CPF loss payee as shown on top of this form)/Condo Master Policy and HO6
- Other: _____
- Reminder:** You must select "Final" under the "Actions tab" in Avista to submit for initial disclosure AND any resubmission for corrections on disclosure and/or underwriting.

NOTE: This checklist is to assist you in submission only, additional documentation may apply. Please visit us at www.clearpointfunding.com for complete products and guideline information.

Assignment and True Certification

I hereby assign and/or transfer the above loan to ClearPoint Funding and certify that all documents are true and correct to the best of my knowledge.

Signature: _____ Printed Name: _____ Date: _____