

STACK SHEET

Loan Origination and Transmittal

NOTE: This form is used by a loan broker when originating a mortgage as a checklist of items, to gather documentation to be considered in the origination of the mortgage.

Borrower _____ Phone _____

Date file opened _____, 20_____, by _____

Purchase-assist, Refinance, Equity Loan (2nd)

STACK ORDER SECTION A:

Need Rcvd. in by

- | | | | | |
|--------------------------|--------------------------|-------|------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. | Loan Broker Listing Agreement – Exclusive Right to Borrow [See RPI Form 104] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1.1 | Listing Package Cost Sheet – Due Diligence Checklist [See RPI Form 107] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. | Loan Application (HUD 1003), dated and signed by all applicants [See RPI Form 203] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2.1 | Loan Purpose Statement – For Reg Z. Analysis, by all applicants [RPI Form 203-3] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. | Good Faith Estimate of Costs (CalBRE 883) [See RPI Form 204] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3.1 | Acknowledgement of Changing Conditions [See RPI Form 203-1] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3.2 | Good Faith Addendum – Required Referral/Provider [See RPI Form 204-1] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3.3 | Affiliated Business Arrangement Disclosure Statement [See RPI Form 205] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. | Truth-in-Lending Regulation – For Personal-Use Loans Secured by Real Estate [See RPI Form 221] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4.1 | Supplemental Truth-in-Lending Section 32 Disclosure – Additional Disclosures for Reg. Z Section 32 Loans [See RPI Form 223] [See Section B, item 5 worksheet] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. | Preliminary Title Report |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. | Residential Appraisal Report – Detached Single Family Unit or PUD (HUD 1004) [See RPI Form 200] |
| | | | 7. | Authorization to Request Verification of Information for Credit Risk Analysis: |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.1 | Request for Verification of Credit and Business References (HUD 1001) [See RPI Form 206] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.2 | Request for Verification of Employment – Present/Prior Employer [See RPI Forms 208 and 208-1] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.3 | Request for Verification of Rent [See RPI Form 210] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.4 | Request for Verification of Account [See RPI Form 212] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.5 | Request for Verification of Deposit [See RPI Form 209] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.6 | Request for Verification of Property and Rental Income [See RPI Form 211] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.7 | Request for Verification of Homeowner's Insurance [See RPI Form 213] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.8 | Authority for Tax Information (IRS 8821) [See RPI Form 227-1] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.9 | Request for Tax Return/Info [See RPI Form 215-1] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7.10 | Statement of Information – For General Index Search [See RPI Form 401-4] |
| | | | 8. | Documentation and information supplied by Borrower: |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8.1 | Impounds and Occupancy Representation From Borrower to Mortgage Loan Broker [See RPI Form 226] |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8.2 | Two (2) most recent computer generated pay roll check stubs or electronic deposit receipts for all jobs of each applicant showing YTD earnings. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | a. | Request letter from employer(s) stating YTD income if not on computer generated stub or receipt. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8.3 | Copies of each applicant's W2 and tax returns for years _____ and _____. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | a. | Copies of each applicant's 1099s, for years _____ and _____. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8.4 | Copies, front and back, of cancelled checks for the past 12 monthly mortgage payments made by applicants. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | a. | 12 months' payment history from lenders unless shown on credit report. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8.5 | Copies of the three most recent months' bank statements for all checking and savings accounts of applicants. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8.6 | A Profit and Loss (Operating) Statement, signed by applicants and dated within the past 60 days, for the twelve month period ending _____. [See RPI Form 207] |

- _____ a. A Balance Sheet Financial Statement showing the applicant's net worth signed and dated within the past 60 days. [See **RPI** Form 207-1]
- _____ 8.7 A signed and dated schedule of additional real estate owned by applicants.
 - _____ a. Copies of rental and lease agreements for rental properties owned by applicants.
- _____ 8.8 Copies of each applicant's driver's license and social security card.
 - _____ a. Copy of military ID card.
 - _____ b. Copy of alien registration card.
- _____ 8.9 If application is for an equity (2nd) loan or the refinance of a property purchased within the past 24 months, copies of escrow instructions and closing (settlement) statements for that purchase, Seller's condition of property disclosure (TDS) and any home inspector's report.
- _____ 8.10 If application is for an equity (2nd) loan, a copy of all notes secured by trust deeds on the property.
- _____ 8.11 If application is for an equity (2nd) loan, a copy of a loan statement or coupon showing information on the lender and loan identification.
- _____ 8.12 If application is for an equity (2nd) loan or a refinance, a copy of the homeowner's insurance policy declaration page.
 - _____ a. If the property is a unit in a CID project, the name, address, telephone and fax numbers of the Homeowners' Association's (HOA) management company.
- _____ 8.13 Copies of all bankruptcy discharge pages including a list of creditors and a written explanation for petitioning for bankruptcy protection.
- _____ 8.14 Copies of all pages from any decree for dissolution of marriage.
- _____ 8.15 If the application is for a purchase-assist loan, a copy of Seller's condition of property (TDS) disclosure and any home inspector's report and reports on components of the property and its improvements.
- 9. Notice and disclosures to Borrower:**
 - _____ 9.1 Consumer Caution and Home Ownership Counseling Notice [See **RPI** Form 223-2]
 - _____ 9.2 Notice of Right to Appraisal Report [See **RPI** Form 200-3]
 - _____ 9.3 Equal Credit Opportunity Disclosure [See **RPI** Form 217]
 - _____ 9.4 Fair Lending Disclosure (CalBRE 867) [See **RPI** Form 216]
 - _____ 9.5 Denial of Credit – Derogatory Credit Report [See **RPI** Form 227-1]
- 10. Preparation for closing:**
 - _____ 10.1 Notice of Right to Rescind – Borrower's Right to Cancel [See **RPI** Form 222]
 - _____ 10.2 Truth-in-Lending Disclosure – For Personal-Use Loans Secured by Real Estate [See **RPI** Form 221]
 - _____ 10.3 Authorization to Prepare Loan Escrow Instructions [See **RPI** Form 232]
 - _____ 10.4 Payoff Demand – From Lender to Escrow [See **RPI** Form 429-2]
 - _____ 10.5 Beneficiary Statement [See **RPI** Form 415]
- 11. Underwriting and lender transmittal:**
 - _____ 11.1 Loan Transmittal Summary (HUD 1008) [See **RPI** Form 233]
 - _____ 11.2 Lender Disclosure – Loan Origination [See **RPI** Form 235-1]
 - _____ 11.3 Foreclosure Cost Sheet – Net Proceeds on Resale [See **RPI** Form 303]
 - _____ 11.4 Loan Collection Agreement [See **RPI** Form 530]
- 12.** _____

STACK ORDER SECTION B:

- _____ 1. Stack Sheet – Loan Origination and Transmittal [See **RPI** Form 201]
- _____ 2. Conversation Log Sheet [See **RPI** Form 201-1]
- _____ 3. Income Workup Sheet – Individual [See **RPI** Form 229]
- _____ 4. Credit Analysis Worksheet – LTV and Income Ratios [See **RPI** Form 230]
- _____ 5. Points and Fees Worksheet – For Section 32 Loan Test [See **RPI** Form 223-1]
- _____ 6. Loan Processing Status Report [See **RPI** Form 225]
- _____ 7. Loan Representative’s Checklist
- _____ 8. Property Profile from Title Company
- _____ 9. Authorization to Prepare Appraisal Report [See **RPI** Form 228]
- _____ 10. Property Conditions and Amenities – For Comparable Analysis – Refi/Equity Loan [See **RPI** Form 228-1]
- _____ 11. Request on Borrower for Documents [See **RPI** Form 231]
- _____ 12. Statements for all open accounts
- _____ 13. Authorization to Prepare Loan Escrow Instructions [See **RPI** Form 232]
- _____ 14. Lead card, prequalified, source of referral
- _____ 15. _____
- _____ 16. _____