LOAN SUBMISSION CHECKLIST

Conventional and Government Loans

Follow this checklist for a more efficient submission process:

- ▫ Verify lender credentials are activated in the wemlo LBS.
- ▫ Confirm credit and vendor information is entered in the wemlo LBS.
- ▫ Before submitting the loan, obtain:
  - ▫ Title company's name & website
  - ▫ Escrow agent's email & phone
- ▫ Obtain the title fee quote from the title company if wemlo is issuing lender disclosures. (Not applicable if using Quick Submit)
- ▫ Verify initial submission documents for lender disclosures:
  - ▫ An accurate and complete URLA
  - ▫ Credit report
  - ▫ Purchase Agreement (for purchase loans)
  - ▫ Certificate of Eligibility (for VA loans)
- ▫ Verify submission documents required for underwriting:
  - ▫ Valid government-issued ID
  - ▫ 2 years of W2 forms (or two years of tax returns for self-employment or rental income)
  - ▫ 30 days of pay stubs
  - ▫ Mortgage statement (for a refinance loan)
  - ▫ Note the source of funds for closing
  - ▫ Promissory note (for VA loans)

NOTE: After reviewing the items above, have the 3.4 file ready to import into the wemlo LBS. Then, contact your wemlo AE to schedule a loan walkthrough.

wemlo.

Contact info@wemlo.io for more information.