MORTGAGE PORTFOLIO PROGRAM

Submission/Pre-Approval Checklist & Process Overview

We appreciate your business and thank you for the opportunity to provide mortgage financing to your clients. If you have any questions regarding required documents or the submission process, please contact your Account Executive.

SUBMISSION CHECKLIST:

Please email these items to your Account Executive.

- ☐ Complete 1003 & 1008 (All liquid assets should be listed separately from retirement funds)
- ☐ Fannie Mae 3.4 File
- ☐ Credit Report (dated within 45 days)
- ☐ Complete 2 months most recent Asset Statement(s) (all pages)
- ☐ Condominium or Co-op Questionnaire (if applicable)
- ☐ Executed Purchase Contract (if applicable)
- ☐ Income Documentation

Wage Earner
- ☐ Most recent W2 statement(s)
- ☐ YTD pay stub dated within 30 days

Self-employed
- ☐ Prior two years personal & business tax returns with all schedules
- ☐ Current YTD P&L

Expatriate/Immigrant
- ☐ Copy of contact or offer letter
- ☐ Copy of work visa

PRE-APPROVAL PROCESS OVERVIEW:

Rush closings are available. Please contact your Account Executive for details.

1
Submission package reviewed for general eligibility for financing by your Account Executive
24 Hours

2
Submission package submitted to Advancial's Credit Committee for review and approval
24 Hours

3
Loan rate locked upon receipt of:
- Broker Fee Sheet
- Borrower-signed Authorization to Bill Credit Card for Appraisal Order form

In all cases, Advancial issues disclosures. Contact your AE for TRID option and process.

4
Loan moved into general underwriting for final funding conditions upon receipt of executed Advancial disclosures
48 Hours

CONTACT INFORMATION
888.876.2328 | 214.880.9549 fax
loans@advancialmortgage.com

ADVANCIAL®

Form EE318.2
Mortgage loans are originated by Advancial Federal Credit Union NMLS 469500