



iServe Residential Lending, LLC

Minimum Submission Requirements

Branches without In-House Processor

- 1. File to be submitted to Loan Score
- 2. Complete Submission form with program selected
- 3. Interest Rate Lock/Float Agreement signed by borrower (required at submission)
- 4. Credit Report
- 5. Letter of Explanation
 - a. Required if there is anything on the credit report that would be questioned, such as tax liens, late mortgage payments, omitted liabilities, etc.
- 6. Income Documentation
 - a. Paystubs (showing 30 days of earnings and YTD amount)
 - b. W2's, 1099's
 - c. Tax Returns – required for all self-employed borrowers, borrowers earning greater than 25% of earnings for commission or bonus, rental income
- 7. Assets – Bank Statements – all pages required (borrower's name, account #, and bank name to appear on statements) or VOD
 - a. Documentation for any large, non-payroll deposits
- 8. Purchase Contract fully executed
 - a. FHA - Amendatory Clause / Real Estate Certification signed and dated by all parties (if not part of purchase contract)
 - b. Seller and Realtor contact information for appraisal orders
- 9. Title Company / Escrow Company Contact Info
- 10. Hazard Insurance Contact Information
- 11. Clear copy of borrower's Picture ID
 - a. If license is from a state other than Primary Residence state or address differs from address listed on 1003, provide LOE