

# FUNDLOANS

## ASPIRE 1-Year Full-Doc Checklist

Please Note: We will NOT accept documents emailed to us.

Please upload through Omnia, our broker portal.

**Cover Letter explaining the overview of the loan (To be completed by the AE)**

**FL Submission Form**

**Borrower's Authorization**

**Signed/Dated completed SS89 (Must be Wet Signed)**

**Signed/Dated completed 4506C**

**Current Mortgage Statements**

- May substitute note for subject property 1<sup>st</sup> mortgage
- Include HOI, HOA (if applicable), and Tax info on all properties owned

**Assets – Down Payment, Closing Costs, Etc.**

- 2 months consecutive bank statements
- Include any asset statements such as 401k, IRA, etc., if being used for reserves

**Property**

- Purchase Contract (if purchase)
- Prelim within 60 days of submission or Property Profile (if refinance)
- Escrow Instructions to include vesting
- Condo Cert (if required) – FundLoans will provide correct form

**Income/Assets:**

- Written VOE completed in its entirety
  - If written VOE has OT, Commissions or Bonus income and using to qualify – Must provide 2-year breakdown history
- Paystubs – 30 days consecutive showing YTD
- 1 year of W2's
- 1 year of 1040's (if rental income is being used, include Schedule E)
- **If Self-Employed:**
  - 1 year business & personal returns with all schedules for borrower owning more than 25% of business and K1's, if applicable;
    - Provide CPA letter or business license
  - P&L and Balance Sheets
  - If an extension was filed, provide full year of P&L and Balance Sheet (for year extended), as well as year-to-date P&L and Balance Sheet.
- Rental Agreement, if applicable

**Fannie Mae 3.4 File**