

# FUNDLOANS

## ASPIRE Bank Statement 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**

**FL Business Narrative**

**Borrower's Authorization**

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

**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 (if different from income bank statements)
- Include any asset statements such as 401k, IRA, etc., if being used for reserves showing sourcing and sensing of funds for the down payment (if purchase) and reserves (if required per program) {if different from income bank statements}

**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**

- Must be Self-Employed for 2 years, verified through CPA, Tax-Preparer, or licensing bureau
- Business must be in existence for 2 years, verified through CPA, Tax-Preparer, licensing bureau, or website
- **Personal Bank Statements (Method 1):**
  - Verify borrower is at least 20% owner of the business
  - Provide most recent 12 months of personal bank statements
  - Most recent 2 months of business bank statements
  - 100% of deposits taken for income – must evidence activity to support business operations and reflect transfers to the personal account.
- **Business Bank Statements: (Please contact AE for specifics)**
  - Method 2/Method 4/Method 6/Method 7

**Fannie Mae 3.4 file**

- Please leave the **Income and Employment** sections of the 1003 blank