

# FUNDLOANS

## 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)**

#### **Current Mortgage Statements**

- Include HOI, HOA (if applicable), and Tax info on all properties owned
- Mortgage statements on all non-subject properties

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

- 2 months consecutive bank statements showing sourcing and sensing of funds for the down payment (if purchase) and reserves (if required per program) (if different from income 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
- Property Profile (if refinance)
- 1076/1077 Condo Cert (if available)
- Condo Cert (if required) – FundLoans will provide correct form

#### **Income**

- 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 or 2-Years of W2s (depending on program)
- 1-Year or 2-Years of the 1040s (if rental income is being used, include Schedule E)
- If Self-Employed:
  - 1-Year or 2-Years Personal & Business returns with all schedules for borrowers owning more than 25% of business and K1's, if applicable;
  - Provide a CPA letter or business license
  - P&L and balance sheets
  - If an extension was filed, provide a full year of P&L and balance sheet (for year extended) and year-to-date P&L and balance sheet.
- Rental Agreements, if applicable