

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 seasoning 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