

Choice Submission Checklist

GENERAL INFORMATION

Company Name		Contact Name	
Contact Phone		Contact Email(s)	

Borrower Name(s)		Property State	
Is the property a condo? Y N			
Quantum Reverse Financial Assessment screen % of RI requirements fulfilled is 100%? Y N			

Any additional information we need to be aware of:

REQUIRED DOCUMENTATION

The loan will NOT be submitted to Underwriting without these documents:

Counseling certificate: Signed and dated by all parties

If using POA, POA is required to be listed execute the certificate. NBS required to be listed and execute certificate. If California, 7 day cool off applies from the date of counseling. If NOT California- CHOICE counseling can be provided in process.

Fully executed loan application and application disclosures

Valid Photo ID and evidence of Social Security Number (required for borrowers and Non-borrowing spouses)

Tri-merge credit report with all borrowers

Income documentation

Social Security Award Letter, Pension Benefit Letter, 30 days consecutive paystubs, 2 years w2's, 2 years Federal tax returns with all schedules (personal & business), bank statements, etc., as applicable

Homeowners Insurance Declaration page

Power of Attorney documentation *(if applicable)*

Competent

Incompetent

ADDITIONAL DOCUMENTATION

Will improve turn time. NOT required for first Underwriting approval.

POA valid photo ID, doctors letter for POA use

Trust agreement *(if applicable)*

HOA documentation *(if applicable)*

Current Mortgage statement *(if applicable)*

24 month property tax payment history

Letter(s) of explanation for unsatisfactory credit, property charge payment history, or credit inquiries.

Payoff(s)

2 months bank statements

If short funds to close

Appraisal PDF version

Smartfi to order

Title report or title & settlement agent information and fee sheet.

Fee sheet/estimated fee sheet required if partner ordered title.

Smartfi to order

CALIFORNIA LOANS

State specific counseling requirements regarding CA cooling off period

Important notice to Reverse Mortgage Loan Applicant Disclosure

Reverse Mortgage Worksheet Guide

SMARTFI INFORMATION

Mortgagee Clause

Smartfi Home Loans, LLC ISAOA

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Thank you for your partnership.