



MINIMUM SUBMISSION DOCS

Assets & Income Documentation Required for Initial Underwriting Submission

**Loan will be suspended if items are missing and Initial Underwriting will be delayed*

Minimum Documentation for UW Submission (All Programs)

- Purchase Agreement and addendum's (if applicable)
- Mortgage statements for all financed properties (if applicable)
- Initial disclosures must be fully signed

Community Savings Fees

UW Fee: \$1,495
Doc Prep Fee: \$100
Tax Service Fee: \$83 up to \$500,000 (increases by \$10 for every \$100,000)

Mortgagee Clause

Community Savings
ISAOA/ATIMA
PO Box 320
Caldwell, OH 43724

WVOE Only

- WVOE completed by HR, Payroll etc of company
- Cannot be employed by family
- 2 year history with same employer

Profit & Loss Only

- Most recent 12 or 24 month CPA prepared P&L
- CPA must also provide letter confirming they have filed the most recent tax returns for borrower, borrowers ownership %, they attest to the figures of P&L, use of business funds will not affect the business.
- Must be self employed for 2 years.

12 or 24 Month Bank Statement

- Most recent 12 or 24 months consecutive bank statements
- Client must be self-employed for 2 years, business must be active for 2 years

1 Year Tax Return

- Most recent year personal and business (if requested) tax return

1099 Only

- Most recent year 1099's
- Client must be 100% commission (cannot be self-employed)

Full Document

- Most recent 2 years W-2's and most recent YTD paystub
- Most recent 2 years personal tax returns (if self-employed or using rental income)
- Most recent 2 years business tax returns (if self-employed)

