



Borrower Information Packet (BIP) Cover Sheet

VOE ORDERING

VOE for ☐ **Borrower** ☐ **Co-Borrower** ☐ **Primary Employer** ☐ **Second Job** ☐ **Previous Employer**

Company Name: _____ Work #? ☐ Yes ☐ No

Phone #: _____ Email Address: _____

VOE for ☐ **Borrower** ☐ **Co-Borrower** ☐ **Primary Employer** ☐ **Second Job** ☐ **Previous Employer**

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Company Name: _____ Work #? ☐ Yes ☐ No

Phone #: _____ Email Address: _____

If additional employers need verification, please use an additional form!

TITLE ORDER

Title Company: _____ Email address: _____

Phone # _____

If this is a USDA Loan, what are the names and ages of additional household members. Do they receive income? If they do, we will need paystubs, W-2's, VOE Info and 4506T if not a joint return.

Household Member Name	Age	Employed/Student/Minor	Order 4506T via E-sign with Partners?

If this is a refinance, what is the benefit to the borrower? _____

Contact for appraisal entry: _____

HOI Contact Information: _____

Additional Notes _____

Has the borrower opened any debt based on the credit inquiries? This must list out the inquiries for the past 120 days and must give a reason for the inquiry along with confirmation if a new debt was opened.

[illegible]

Required documents from borrower to be provided prior to processing starting. **Please check all that are present in the file.** A minimum of 2 showing on this list are needed for each borrower on the application to get the file into processing. All will be needed for underwriting!

- | | |
|--|---|
| <input type="checkbox"/> Copy of Driver's License (Borrower) | <input type="checkbox"/> Copy of Driver's License (Co-Borrower) |
| <input type="checkbox"/> W-2's/1099's (Borrower) | <input type="checkbox"/> W-2's/1099's (Co-Borrower) |
| <input type="checkbox"/> Tax Returns (Borrower) | <input type="checkbox"/> Tax Returns (Co-Borrower) |
| <input type="checkbox"/> Paystub (Borrower) | <input type="checkbox"/> Paystub (Co-Borrower) |