



# TPO Submission Form

This form must be completed in its entirety to be approved for underwriting submission. Blank forms or missing information from this checklist will result in a delay of your file being submitted to underwriting.

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Loan #: \_\_\_\_\_ Borrower Name: \_\_\_\_\_

Loan Amount \_\_\_\_\_ Property Address \_\_\_\_\_

Loan Officer Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Processor Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**Please provide the following for our file and CD Prep:**

Listing Agent: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

License ID for Agent: \_\_\_\_\_ License ID for Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ or ☐ FSBO

Selling Agent: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

License ID for Agent: \_\_\_\_\_ License ID for Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ or ☐ FSBO

Title Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email for CD & Docs: \_\_\_\_\_ License # \_\_\_\_\_

Phone # \_\_\_\_\_

Pest Inspection Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Minimum Documents Required for Submission to Underwriting:**

- |  |  |
|--|--|
| <input type="checkbox"/> Driver's License – all borrowers      | <input type="checkbox"/> 2 Yrs Tax Returns (self employed or fixed income) – as applicable |
| <input type="checkbox"/> 30 Days paystubs – all borrowers      | <input type="checkbox"/> Award Letters for Fixed Income – as applicable                    |
| <input type="checkbox"/> 2 Yrs W-2's or 1099's – all borrowers | <input type="checkbox"/> USDA Only – income for non-borrowing household members            |

*For Credits that are applicable on file such as property tax, etc., they must show on the preliminary CD from the Title Company for FSB to list on the Initial CD.*

**Credit Report Information – Required (we MUST be able to read)**

Credit Vendor \_\_\_\_\_ Credit Reference # \_\_\_\_\_

Account User ID \_\_\_\_\_ Password \_\_\_\_\_

***If your password changes prior to completion of the file in UW'ing, please upload a note to UW with new information to allow FSB to complete the file without delays. These can be uploaded to a general Prior To Closing Condition***



## TPO Initial Disclosures Request

Please complete this for EVERY loan that requires Initial Disclosures. Allow 24 hours for the preparation of the disclosures. Please provide form to FSB in a timely manner to ensure dates are met to meet Federal Guidelines.

Borrower: \_\_\_\_\_ Loan Officer: \_\_\_\_\_

### Doc Delivery:

**\*\*Delivery Method:** ☐ In Person ☐ E-Sign ☐ Mail Confirm Closing Date: \_\_\_\_\_

*Processor note: borrowers should have email addresses entered in our system for each borrower*

### Fees for Disclosure

Please confirm the fees in the template below and add the fees that are specific to the file for disclosure. Make changes to the templated fees as needed, including Vendor changes

Escrow Waiver? ☐ Yes ☐ No (conventional loans only. LTV must be less than 80%) Manufactured Home? ☐ Yes ☐ No

Origination Section			
Fee Name	Template Amount	Add or Change to LE	Vendor
Origination Fee			
Lender Paid Comp (Brokered files only)			FSB
Discount Points			
Processing Fee			
Underwriting Fee	\$914/\$475		FSB
Doc Prep			FSB
Courier Fee			
Wire Fee			
Services Borrower Cannot Shop For			
Appraisal Fee			
Credit Report			
Final Inspection Fee			
Flood Determination Fee			
Life of Loan Flood Cert			
Verification of Employment			
Private Mortgage Insurance			<input type="checkbox"/> Monthly <input type="checkbox"/> Single Pay <input type="checkbox"/> Split MI
Service Borrower Can Shop For			
Foundation Inspection			
Home Inspection			
Survey			
Title – Closing/Settlement Fee			
Title – Lender's Title Policy			
Title – CPL Fee			
Title – Chain of Title			
Title – Courier Fee			
Title – Email Fee			

Title – Wire Fee			
Title - Search/Exam Fee			
Title – State Fee			
Title – Owners Title Policy			
Title -			
Title -			
Other:			
Recording Fees			
Mortgage/Deed			
Other:			
Prepays			
Flood Insurance Premium			
HOA Dues			
Homeowners Insurance Premium			
Property Taxes – Due & Payable			
Escrow Account			
Flood Insurance – Monthly Amount			Number of Months:
Homeowners Insurance – Monthly Amount			Number of Months:
Property Taxes – Monthly			Number of Months:
Other Fees			
Pest Inspection			
Roof Inspection			
Septic Inspection			
Attorney Fee			
Real Estate Agent Buyer Fee			
Credits			
Earnest Money Deposit			
Property Tax Credit			
Seller Paid Closing Costs per contract			
Other:			

Notes to Preparer: