



Borrower Information Packet (BIP) Cover Sheet

VOE ORDERING – If income calculations were completed by Mortgage Support – please include!

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

Company Name: _____ ☐ Full VOE ☐ Verbal VOE (Streamline only)

Phone #: _____ **Preferred method to order? Provide to help obtain the VOE ASAP!**

Website: ☐ Work # ☐ Truework ☐ CCR ☐ Other: _____ Salary Key: _____

Fax # _____ Email Address: _____

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Fax # _____ Email Address: _____

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

TITLE ORDER

Title Company: _____ Contact: _____

Phone # _____

Ordering Email address: _____ Closing Email address _____ (yes, they are usually different!)

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.

Date of Inquiry	Credit Vendor	New Credit Opened?	Reason for Inquiry

Required documents from borrower to be provided prior to processing starting. **Please check all that are present in the file.**

The following **are required** to move the file to Processing:

☐ Copy of Driver's License or Proof of DOB (Borrower) ☐ Copy of Driver's License or proof of DOB (Co-Borrower)

At least **one** from the following list is needed for each borrower on the application to get the file into processing. The document must show the SSN for each applicant. Cannot be blacked out. SSN must show all numbers for review.

☐ W-2's/1099's (Borrower)

☐ W-2's/1099's (Co-Borrower)

☐ Tax Returns (Borrower)

☐ Tax Returns (Co-Borrower)

☐ Paystub (Borrower)

☐ Paystub (Co-Borrower)

☐ SSA Form (streamline option – Borrower)

☐ SSA Form (streamline option – Co-Borrower)

Closing Date on PA: _____

Closing Date for Refi: _____

Form Updated on 11/4/2020