

Fannie Mae Required Documents Submission Cover / Checklist

Complete	Please submit in the following order
<input type="checkbox"/>	Completed Uniform Borrowers Assistance Form 710
<input type="checkbox"/>	Form 4506-EZ / 4506 -T - A signed and dated copy of the IRS Form 4506-T or IRS Form 4506T-EZ (Request for Transcript of Tax Return) for each borrower (borrowers who filed their tax returns jointly may send in one IRS Form 4506-T signed and dated by both of the joint filers).
<input type="checkbox"/>	<p>Most Recent Tax Return or Transcript, signed, with all schedules</p> <ul style="list-style-type: none"> • If borrower has not yet filed, proof of filing extension is required • If borrower is not required to file, a signed and dated letter with explanation of reason not required to file tax return <p>If self Employed the following is needed:</p> <ul style="list-style-type: none"> • Most recent 2 years <u>personal</u> tax returns, including all schedules (SIGNED & DATED) • Most recent 2 years <u>business</u> tax returns, including all schedules (SIGNED & DATED) <p>Previous 2 years W-2's and 1099 forms (if applicable)</p>
<input type="checkbox"/>	Documentation to verify all of the income of each borrower (including any alimony or child support that the borrower chooses to rely upon to qualify) as described on page 2:
<input type="checkbox"/>	<p>Most recent utility bills for water, sewer and/or electricity (must be from last 30 days)</p> <ul style="list-style-type: none"> • Name and address must be on the bill.
<input type="checkbox"/>	<p>Current Homeowners Association (HOA) bill or statement</p> <ul style="list-style-type: none"> • If property does not have a Homeowners Association or Condo Fee, need signed and dated letter stating "Property does not have Homeowner Association."
<input type="checkbox"/>	<p>Last 2 months of Bank Statements</p> <ul style="list-style-type: none"> • For each open account, including checking, savings, money market, etc. • For retirement accounts (401K, etc), need 1 month statement • Signed and dated letter of explanation for any unique situations or unusual deposits in bank accounts
<input type="checkbox"/>	Bankruptcy documents with all schedules if there is an active bankruptcy and a letter from attorney stating that borrower can be reviewed for loss mitigation/workout options, if a bankruptcy occurred after the loan originated and has been discharged, please include the discharge.
<input type="checkbox"/>	<p>Borrower's Identification Documents – provide a copy of borrower's:</p> <ul style="list-style-type: none"> • Government issued photo ID (i.e. Driver's License) • Social Security card – or letter of verification from Social Security Office
<input type="checkbox"/>	<p>Copies of Mortgage/Household Documents, provide a copy of:</p> <ul style="list-style-type: none"> • Most recent mortgage statement; • Current property tax statement tax bill or statement (IF NOT ESCROWED) • Current homeowner's Insurance policy declarations page, including flood policy (IF NOT ESCROWED)
<input type="checkbox"/>	Detailed Monthly Expense Budget with Gross Income
<input type="checkbox"/>	Signed <i>Privacy Policy</i> Disclosure Notice
<input type="checkbox"/>	Signed Third-Party <i>Borrower Authorization Form</i>

Counselor Signature: _____

Income Type	Documentation Required
For each borrower who receives a salary or hourly wages:	Copy of consecutive pay stubs covering the last 30- day period and showing year-to-date (YTD) earnings. <ul style="list-style-type: none"> • If paystubs do not have YTD, letter from employer stating current YTD earnings and most recent W-2 required. • If paystubs are hand written, paystubs covering 60-day period.
For each borrower who is self-employed:	Last 4 months of personal and business bank statements -- all pages (including blank pages) <ul style="list-style-type: none"> • If borrower does not have business account, signed and dated letter from borrower stating that no business bank account exists. Most Recent 2 years of personal Tax Return or Transcript, signed , with all schedules Most Recent 2 years of business Tax Return or Transcript, signed , with all schedules Bankruptcy documents with all schedules (if there is a previous Bankruptcy) Previous Year Profit & Loss Statement (SIGNED) and Year-to-Date Profit & Loss Statement (SIGNED) IRS Form 1099, if applicable.
For each borrower who has income such as social security, disability or death benefits, pension, adoption assistance, public assistance, or unemployment:	Copy of benefits statement or letter from the provider that states the amount and frequency of the benefit; and Two most recent bank statements showing receipt of such payments. Circle the amount being received.
For each borrower who is relying on alimony or child support as qualifying income:	Copy of divorce or other court decree; or separation agreement or other written agreement filed with the court that states the amount and period of time over which it will be received, and Two most recent bank statements showing receipt of such payments.
For each borrower who has contribution income from household member:	Signed and dated Contribution Letter; Copy of consecutive pay stubs covering the last 30- day period for contributing household member; <u>and</u> two most recent bank statements from borrower showing receipt of such contribution payments.
For each borrower who has rental income:	Copies of the most recent filed federal tax returns with all schedules, including Schedule E—Supplemental Income and Loss; Lease agreement; and Two most recent bank statements from borrower showing receipt of rental payments.