

What type of loan are you submitting?

TRID



new penn
FINANCIAL

CORRESPONDENT

Expanding your capacity with speed and ease

- Government Loans

FHA, VA

- Shellpoint Loans

Owner's Advantage, Home Key, Home Buyer Power

TIP: Fast Track Your Loan with a Clean Start

Current Top Loan Submission Deficiency Reasons

- 1003 must also be signed and dated within 3 days of the application by the Loan Officer
- 1003 must be completely filled out and match the Lock and information provided
- Remember to provide a current credit report and income-asset documents

If you reached out to NPF UW Scenario Desk, please submit the communication with our Scenario Desk attached to this Submission Form so we are set up your loan correctly.



SUBMISSION FORM IS EDITABLE - PLEASE DO NOT HANDWRITE

Promo Code

Government - Non-Del Correspondent

NPF Non-Del Correspondent Loan Submission Form

Phone: **1-888-988-1695**

v.3.21.2017

NPF Account
Exec Name: _____
Date: _____

TIP: Fast Track Your Loan with a Clean Start (Current Loan Submission Deficiency Reasons)

1003 must also be signed and dated within 3 days of the application
1003 must be completely filled out and match the Lock and information provided on LION
Remember to provide current credit report and income-asset documents

Please Submit your loan package through the Client Portal at: www.GoNewPenn.com

FILE CONTACT INFORMATION

Correspondent: _____
Name: Loan Officer: _____
Processor: _____ Processor Phone: _____ Processor Email: _____
File Contact: _____ File Contact Phone: _____ File Contact Email: _____

SUBMISSION INFORMATION

NPF Loan Number: _____
Borrower Name: _____ Co-Borrower Name: _____

Was this loan Submitted to NPF Underwriting Scenario Desk? Yes No

If YES, Please Submit the Scenario communication with NPF attached to this Submission Form

LOAN NOTES - TELL THE STORY FOR THE UNDERWRITER

(Let us know now so we can set up the loan correctly from the beginning)

LOAN CHARACTERISTICS

Product Type:	Estimated Closing Date: _____		
Purpose:	AUS Type: LP DU		
Program:	Closing in Trust? Yes No		
FHA Credit Qualifying Streamline:	Yes No	New York CEMA? Yes No	
FHA Non-Credit Qualifying Streamline:	Yes No	Impounds/Escrows? Yes No	
VA IRRRL:	Yes No	POA: Yes No	

REQUIRED DOCUMENTATION

DO NOT UPLOAD PASSWORD PROTECTED DOCUMENTS - THIS WILL CAUSE DELAYS

GENERAL

Submission Form/ Story to UW
Most recent AUS
URLA 1003 signed & dated by all parties
(Match AUS: Income, Liabilities, REO, Assets)
1008 fully completed, must match AUS Net
tangible benefit worksheet (refi only) Intent to Proceed (form or evidence)
LDP/GSA: clear results for all parties

CREDIT

Tri-Merge Credit Report (associated with AUS)
Non-Borrowing Spouse Credit (AZ, CA, IDLA, NV, NM, TX, WA, WI)
Payoff Letters (if applicable)
Credit Attestation (inquiries within 120 days)
Credit Supplements (if applicable)
Credit Explanations (if applicable)
REO Expenses (mtg statement, HOI, taxes, HOA)
REO Free & Clear (supporting documentation, if applicable)
VOR/VOM

INCOME (per AUS or product)

Do not submit income on FHA Streamline or VA IRRRL
Current Paystubs
W-2's per AUS or Product Profile
Verbal Verification of Employment (per AUS)
Personal Tax Returns (all schedules & pages)
Business Tax Returns/K-1's (if applicable)
SSI/Pension Award Letters
IRA Distribution Letters
Executed Tax Transcripts
4506T: completed, signed and dated
Verification of rental income (if applicable)
Income Worksheet

ASSETS (per AUS or Product)

Account Statements for all assets per AUS
401k/Retirement Statements: terms/conditions of withdrawal
Gift Fund Documentation/Donor Ability (if applicable)
Preliminary/Final CD for properties sold/pending sale
Earnest Money Deposit
If Down Payment Assistance Program - provide documentation

DISCLOSURES

Initial Federal and State Disclosure Packet
Loan Estimate
Fee Itemization

VA Documents

1802A - Addendum to Application
Certificate of Eligibility
Child Care Letter
DD214
Nearest Living Relative /FF Option Form
VA Loan Analysis
Initial 92900A (page 1 and page 2 with sections 22 a-f completed)
VA Debt Questionnaire
VA Notice to Applicants
Interest Rate Reduction Refinancing Loan Worksheet (IRRRLs only)
Active Military: Counseling Checklist
CAIVRS

FHA Documents

FHA Case Assignment
FHA Case Number
Initial 92900A (page 1 & 2 with sections 22 a-f completed)
Important Notice to homebuyers
Notice to Homeowner (Assumption)
Informed Consumer Choice Disclosure Notice
Refinance Authorization (refinance only)
Amendatory Clause (purchase only)
Identity of Interest Certification (purchase only)
For Your Protection Get a Home Inspection (purchase only)
Hotel Transient (2-4 Unit properties)
CAIVRS
FHA Case Query
FHA Streamline:
Previous Case Number Assignment
Previous Note
Payoff

COLLATERAL

Flood Certification
Purchase Contract/Escrow Instructions - all pages, fully executed
Condominiums:
Evidence FHA/VA Approved
Condo Docs per Seller Guide Section 5

Recommended Documentation - at initial submission can expedite and reduce conditions for underwriting review

Appraisal (including all original color photos, attachments and Appraisers license):
Email to appraisalimaging@newpennfinancial.com
must include NPF Loan number in the subject line
Hazard Insurance

Preliminary Title Commitment with 24 month chain of title
Copy of Trust documentation (if applicable)
Copy of POA (if applicable)
Property Tax Information Worksheet
Inspection Reports

FEES

NPF Admin Fee: \$650	\$175 Desk Review (if applicable)
\$6 Life of Loan Flood Certs (All Products)	
\$47 Tax Service Fee loan amounts to \$499k	
(additional \$10 per \$100k in loan amount)	



SUBMISSION FORM IS EDITABLE - PLEASE DO NOT HANDWRITE

Shellpoint - Non-Del Correspondent

Promo Code

NPF Non-Del Correspondent Loan Submission Form Phone: **1-888-988-1695** v.3.21.2017

NPF Account Exec Name: _____ Date: _____

TIP: Fast Track Your Loan with a Clean Start (Current Loan Submission Deficiency Reasons)

1003 must also be signed and dated within 3 days of the application

1003 must be completely filled out and match the Lock and information provided on LION

Remember to provide current credit report and income-asset documents

Please Submit your loan package through the Client Portal at: www.GoNewPenn.com

FILE CONTACT INFORMATION

Correspondent Name: _____

Loan Officer: _____

Processor: _____ Processor Phone: _____ Processor Email: _____

File Contact: _____ File Contact Phone: _____ File Contact Email: _____

SUBMISSION INFORMATION

NPF Loan Number: _____

Borrower Name: _____ Co-Borrower Name: _____

Was this loan Submitted to NPF Underwriting Scenario Desk? Yes No

If YES, Please Submit the Scenario communication with NPF attached to this Submission Form

LOAN NOTES - TELL THE STORY FOR THE UNDERWRITER
(Let us know now so we can set up the loan correctly from the beginning)

LOAN CHARACTERISTICS

Refer to Product Matrices on www.gonewpenn.com for eligibility details

Purpose:	AUS Type:	LP	DU
Program:	Closing in Trust?	Yes	No
Estimated Closing Date: _____	New York CEMA?	Yes	No
	Impounds/Escrows?	Yes	No
	POA:	Yes	No

REQUIRED DOCUMENTATION

DO NOT UPLOAD PASSWORD PROTECTED DOCUMENTS - THIS WILL CAUSE DELAYS

GENERAL	CREDIT
Submission Form/ Story to UW Most recent AUS URLA 1003 signed & dated by all parties (Match AUS: Income, Liabilities, REO, Assets) 1008 fully completed, must match AUS Net tangible benefit worksheet (refi only) Intent to Proceed (form or evidence) LDP/GSA: clear results for all parties	Tri-Merge Credit Report (associated with AUS) Non-Borrowing Spouse Credit (AZ, CA, IDLA, NV, NM, TX, WA, WI) Payoff Letters (if applicable) Credit Attestation (inquiries within 120 days) Credit Supplements (if applicable) Credit Explanations (if applicable) REO Expenses (mtg statement, HOI, taxes, HOA) REO Free & Clear (supporting documentation, if applicable) VOR/VOM

INCOME (Home Key & Home Buyer Power)	ASSETS (refer to product matrix for details)
<div style="background-color: yellow; padding: 2px;">Does not apply for borrowers qualifying using bank statements per the Owner's Advantage product matrix</div> Current Paystubs W-2's per AUS or Product Profile Verbal Verification of Employment (per AUS) Personal Tax Returns (all schedules & pages) Business Tax Returns/K-1's (if applicable) SSI/Pension Award Letters IRA Distribution Letters Executed Tax Transcripts 4506T: completed, signed and dated Verification of rental income (if applicable) Income Worksheet	<div style="background-color: yellow; padding: 2px;">Account Statements for all required assets - 60 days of documentation to cover cash to close and reserve requirement</div> 401k/Retirement Statements: terms/conditions of withdrawal Gift Fund Documentation/Donor Ability (if applicable) Preliminary/Final CD for properties sold/pending sale Earnest Money Deposit Additional 6 months reserves, per property, for additional REO
	Owner's Advantage
	12 or 24 months banks statements - see product matrix for specific requirements
	Home Key & Home Buyer Power
	Non-QM ATR (Ability to Repay Disclosure) Completed Residual Income Calculator Completed Derogatory Seasoning Calculator (Home Key Only) Credit Event Letter (Home Key Only) Completed Residual Income Calculator
	DISCLOSURES
	Initial Federal and State Disclosure Packet Loan Estimate Fee Itemization

Recommended Documentation - at initial submission can expedite and reduce conditions for underwriting review

Appraisal (including all original color photos, attachments and Appraisers license): Email to appraisalimaging@newpennfinancial.com must include NPF Loan number in the subject line Hazard Insurance	Preliminary Title Commitment with 24 month chain of title Copy of Trust documentation (if applicable) Copy of POA (if applicable) Subject Property Tax Information Worksheet Inspection Reports
--	---

FEES

NPF Admin Fee: \$650 \$6 Life of Loan Flood Certs (All Products) \$47 Tax Service Fee loan amounts to \$499k (additional \$10 per \$100k in loan amount)	\$175 Desk Review (if applicable)
---	-----------------------------------