

<b>Submission Date:</b>		<b>Earliest Date</b> (lock exp., closing date or financing contingency):			
<b>Project Name:</b>				<b>Phase # or Entire:</b>	
<b>Project Address:</b>			<b>City:</b>		
<b>State:</b>	<b>Zip:</b>	<b>County:</b>		<b>Flood Zone:</b>	
<b>Requestor:</b>		<b>Email:</b>		<b>Phone:</b>	
<b>Borrower's Last Name:</b>			<b>Loan Number:</b>		
<b>Project is:</b>	<input type="checkbox"/> Warrantable	<input type="checkbox"/> Non-Warrantable	<b>Product Type:</b>		

**FAST TRACK** = PERS Approval or Non-Expired NPF Approval for Subject Project or Phase (as applicable)

**LCOR** = Fannie-to-Fannie or Freddie-to-Freddie Limited Cash Out Refinance 80% LTV/CLTV or less, a Fannie/Freddie Loan Lookup printout must be provided as evidence that the underlying mortgage is owned by Fannie/Freddie.

Document	Established Project Type S	New Construction or Phase Type R	Detached, 2-4 Unit & LCOR Type V	Cooperative	FAST TRACK
Submission Request Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERS Approval/Non-Expired NPF Approval					<input type="checkbox"/>
HOA Project Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	
Current Budget	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
2yrs Audited Financial Statements				<input type="checkbox"/>	
Master HOA Insurance Dec Page per Project Insurance Request Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> **	<input type="checkbox"/>	<input type="checkbox"/>
HO6 (when available/applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Declaration/Master Deed, Bylaws, & all Amendments		<input type="checkbox"/>	<input type="checkbox"/> **		
Latest Offering Plan Amendment				<input type="checkbox"/>	
Litigation Disclosure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	
Appraisal (when available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stock Certificate (refinance only)				<input type="checkbox"/>	
Certificate of Occupancy for Entire Project or Phase (when available)		<input type="checkbox"/>			
Proprietary Lease/Occupancy Agreement				<input type="checkbox"/>	

\* HOA Project Questionnaire and Litigation Disclosure/Documentation are not required for Project Review Waivers on Fannie/Freddie Detached, Fannie Mae 2-4 Unit Projects & Fannie/Freddie LCORs (required on Freddie 2-4's)

\*\* Provide a copy of Declaration/Master Deed and Bylaws if the project does not have a master HOA insurance policy and property insurance is held by the individual unit owner

Please attach and email documents to: [ProjectReview@NewPennFinancial.com](mailto:ProjectReview@NewPennFinancial.com)

Subject line of email must contain: {Project Name}-{Borrower's Last Name}-{Loan Number}

Please note that this list only identifies basic documents required for most project reviews. Reserve studies, architect/engineer's report, preliminary title reports, among other documents not listed here may be required as applicable to certain review/project types as determined by the Project Review Department.