

Submission Date:		Earliest Date (lock exp., closing date or financing contingency):			
Project Name:			Phase # or Entire:		
Project Address:			City:		
State:	Zip:	County:		Flood Zone:	
Requestor:		Email:		Phone:	
Borrower's Last Name:			Loan Number:		
FAST TRACK = PERS Approval or Non-Expired NPF Approval for Subject Project or Phase (as applicable):			Checked Approved Project List:		

Document	Established Project Type S	New Construction Project or Phase Type R	2-4 New and Established Type S	FAST TRACK
Submission Request Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERS Approval or Non-Expired NPF Approval				<input type="checkbox"/>
Conventional CPM/Lender Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Current Budget	<input type="checkbox"/>	<input type="checkbox"/>		
Master HOA Insurance Dec Page per checklist on Insurance Request Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HO6 (when available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Declaration/Master Deed and Bylaws, including all Amendments		<input type="checkbox"/>		
Litigation Documentation (if applicable, include Disclosure and Copy of Case File)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appraisal (when available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Occupancy for Entire Project or Phase (when available)		<input type="checkbox"/>		

Please attach and email documents to: ProjectReview@NewPennFinancial.com

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

Please note that this list identifies basic documents required for most condo reviews. Reserve studies, current financials, 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.