

# Conventional Loan Submission



CLIENT INFORMATION									
Company Name					District Director				
Loan Officer					LO Email				
Processor					Processor Email				
Contact Phone					Other Contact				
Affiliate Charges	Yes	No			Affiliate Name				
LOAN INFORMATION									
Rate Lock	Lender Paid	Borrower Paid	Locked	Floating	No Fee Option				
Loan Purpose				Loan Amount	\$	Sales Price	\$		
Occupancy Status				Interest Rate	%	LTV	CLTV		
Mortgage Ins <small>(required &gt; 80% LTV)</small>	Yes	No	If yes:			MI Provider			
BORROWER(S) INFORMATION									
Borrower 1					Borrower 2				
*Borrower 1 Email					*Borrower 2 Email				
*Borrower 1 Mailing Address					*Borrower 2 Mailing Address				
Borrower 3					Non-Borrowing Spouse or other property owners with rescission rights				
*Borrower 3 Email					Name(s)				
*Borrower 3 Mailing Address					*Email Address				
					*Mailing Address				
Method of Delivery of Initial Loan Estimate	Emailed	Mailed	Hand Delivered	E Delivered	Other				
Method of Delivery Loan Estimate #2 <small>If postal mail is chosen, 3 days are required for delivery</small>	Emailed	Mailed	Hand Delivered	E Delivered	Other				
PURCHASE AGREEMENT CONTACT INFORMATION									
*Buyer's Real Estate Company:					*Seller's Real Estate Company:				
*State License ID:					*State License ID:				
*Buyer's Real Estate Agent:					*Seller's Real Estate Agent:				
*Agent State License ID:					*Agent State License ID:				
*Mailing Address:					*Mailing Address:				
*Agent Email:					*Agent Email:				
*Agent Phone Number:					*Agent Phone Number:				
PROPERTY INFORMATION									
Property Address									
Property City				Property State			Property zip		
Property Value	\$				Property Type				
LOAN PROGRAM									
Conventional	Fixed Rates:	30 YR	25 YR	20 YR	15YR	10 YR	Adjustable:	5/1	7/1
GMFS Preferred High Balance	Fixed Rates:	30 YR	20 YR	15 YR					
Fannie Mae 97% LTV	Fixed Rates:	30 YR	20YR	15 YR	10YR	1st Time Homebuyer		Refinance	
Standard Fannie Mae High Balance	Fixed Rates:	30 YR	20YR	15 YR	10YR				
Escrows <small>(required &gt; 80% LTV)</small>	Yes	No							
DOCUMENTATION REQUIRED FOR SUBMISSION <small>(if applicable)</small>					ADDITIONAL DOCUMENTATION THAT WILL BE NEEDED <small>(if applicable)</small>				
Purchase Agreement	Fee Worksheet	Asset documentation			Payoffs	HVCC cert			
Credit Report	1003 – initial	Gift Letter			Title	Appraisal			
Supplemental Credit Report	1003 – updated				HOI Dec Page	2nd Appraisal			
VOM's and VOR's	LOX from borrower(s)for derogatory credit & inquiries				Flood Dec Page	UCDP Reports			
LOX notes to UW	Executed disclosures**				Cancelled EMD Check	Rate Lock			
AUS Findings – released to GMFS	Borrower (s)most recent VOE's , W-2s, paystub				Termite Cert	BK, Divorce, etc docs			
	Borrower (s) Misc income docs- child support, SSI etc				HOA cert	2nd Mortgage Note			

Please upload completed form via broker portal and attach all required documents– upload as Full Package Initial (portal)  
 \* Not required to be complete if this transaction will be closed using clients own closing docs  
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