

USDA 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 Term	30 Year Only	Loan Amount	\$		Sales Price	\$	
Occupancy Status	Primary Residence Only		Interest Rate	%	LTV				CLTV	

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				
*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			

DOCUMENTATION REQUIRED FOR SUBMISSION (if applicable)		ADDITIONAL DOCUMENTATION THAT WILL BE NEEDED (if applicable)	
RD 3555-21 – pg 2 borrower only sign and pg 3 top portion must be completed	Fee Worksheet	Payoffs	2nd Appraisal
Caivrs	1003 – Initial	Title	Rate Lock
Purchase Agreement	1003 – Updated	HOI Dec Page	BK, Divorce Decree, etc
Credit Report	Executed Disclosures**	Flood Dec Page	2nd Mortgage Note
Non-Borrowing Spouses	Borrower (s) most recent VOE's, W-2'	Termite Cert	Builder Docs
Credit Report	Borrower (s) most recent VOE's, W-2's, and paystubs	HOA Cert	
VOM's and VOR's		HVCC Cert	
LOX Notes to UW	Borrower (s) Misc income docs – child support, SSI etc	Appraisal	
LOX from borrower (s) for inquiries and derogatory credit	All liquid asset documentation		
	Gift Letters		

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

**Check gmfspartners.com for an exclusive list of disclosures.



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