



Reverse Submission Checklist

BROKER INFORMATION

MLO Name: _____ NMLS#: _____

Email: _____ Phone: _____

- ☐ Application with Disclosures
- ☐ HECM counseling certificate Signed and dated
- ☐ Legible copy of borrower(s) ID'S
- ☐ Legible copy of borrower(s) Social Security
- ☐ Residence card (Front and back) if applicable
- ☐ Credit Report
- ☐ Social Security Awards letter
- ☐ Paystubs (if working)
- ☐ Property tax bill
- ☐ Hazard insurance policy
- ☐ Flood Insurance Policy (If applicable)
- ☐ Condo Docs (Condo questionnaire, Budget, Master Insurance) if applicable
- ☐ HOA Coupon (if applicable)
- ☐ Recent 2 Months Bank statements

PROCESS STATUS

Appraisal Paid? ☐ Yes ☐ No Credit Paid? ☐ Yes ☐ No FA PASS? ☐ Yes ☐ No
Check Fees? ☐ Yes ☐ No Fully Funded? ☐ Yes ☐ No