



# Non-Delegated Correspondent Loan Submission Checklist DSCR

## Correspondent Lender Contact Information

Lender Name:	Lender Contact Phone:
Lender Contact:	Lender Contact Email:
Lender Contact:	Lender Contact Email:

## Borrower/Guarantor & Loan Information

Lender Loan No:	Bayview Loan No:
Borrower/Guarantor Name:	Subject Property Address:
Co-Borr/2nd Guarantor Name:	City, State, Zip Code:
Co-Borr/3rd Guarantor Name:	Qualifying FICO Score:
Borrowing Entity Name:	Loan Amount:
Borrowing Entity Type:	Appraised Value:
Proposed Title Vesting:	LTV:
Loan Program:	Property Type:
Purpose:	Is Property Vacant:

## Minimum Required Documents - Initial Submission

Documents below are required for Underwriting review. Additional documentation will be required for final underwriting approval. Refer to [lakeviewcorrespondent.com](http://lakeviewcorrespondent.com) for Product Matrix and all published Non-Delegated Forms

<b>Application Borrower/Guarantor Information form</b>	Must include: Title Vesting, loan amount, property address, type of property and # of units, entity name and address (if applicable), borrower/guarantor information including SSN, DOB and schedule of REO
<b>Asset Verification</b>	Two months most recent statements for all assets to be used in decision (Cash out transactions with FICO >700 allows cash out to be used toward reserve requirements)
<b>Credit Report</b>	Tri-merged credit report on all Borrower/Guarantor(s) dated within 120 days of note date, All bureaus to be "unfrozen"
<b>DSCR Worksheet</b>	List anticipated market rents for subject and proposed PITIA used in calculating estimated initial DSCR ratio
<b>Exception Request Form</b>	Required when the loan does not meet guidelines. <b>Please note: Initial decision may be subject to extended turn time when exception review is necessary.</b>
<b>Flood Certificate</b>	Standard Flood Hazard Determination Form
<b>Intent to Proceed</b>	Intent to proceed signed and dated by all borrowers/guarantors
<b>Lease / Rental Income</b>	If subject currently rented, provide copy of current lease agreement or documented short-term rental income
<b>Loan Estimate</b>	Or equivalent documenting borrower fees and charges to calculate cash to close
<b>Purchase Contract</b>	Purchase transactions only; for CA also provide Escrow Instructions

## Additional Documents Recommended at Initial Submission

Appraisal dated 90 days of Note date, with 1007/1025 showing market rents based on annual lease rates.	Hazard Insurance, subject property with verification of <b>Rent Loss Coverage</b>
Background Check on all borrowers/guarantors	LOE for cash out transactions on natural borrower ( <b>Cashout for personal use not permitted</b> )
Business Purpose and Non-Owner Occupied Affidavit	Mortgage Statement or copy of the Note for refinance transactions
CDA required if score > 2.5 or not available for property type such as 2-4 unit	Photo ID for each borrower/guarantor
Collateral Underwriter (CU) Report, with score ≤ 2.5	Title Commitment with 24 month Chain of Title
Condo Questionnaire, if applicable	Verification of property taxes w/o homestead exemptions
Flood Insurance, subject property; if applicable	Verification of SSN for each borrower/guarantor

## Required Documents if title will be vested in a business entity

Background Check on all guarantors	Current Certificate of good standing
Certificate of Formation; Articles of Incorporation	Initial Loan application showing vesting in business name
Clear OFAC check (all individuals ≥ 25% ownership)	Operating Agreement

<b>Comments / Notes to Underwriting</b>	
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Fees are non-cumulative and subject to change. Full Underwriting Analysis and Loan Decision completed by Community Loan Servicing, LLC. Community Loan Servicing, LLC must issue "Clear to Close" prior to the Correspondent closing the loan. Community Loan Servicing, LLC does not provide closing services and is NOT responsible for compliance review or CD review prior to the Correspondent closing the loan.