

Contact Information

Lender Name:	Lender Loan #:	
Loan Officer:	LO Phone #:	LO Email:
Processor Name:	Processor Phone #:	Processor Email:

Loan Information

Borrower Name:	PHH Loan #:	Loan Purpose:	
Property Address:	Property City:	Property State:	
Property Zip Code:	Loan Amount: \$	LTV:	FICO:
Program:		Alternate Income Documentation:	

Non-Agency Required Documents for Submission to PHH

- Copy of Loan Registration Confirmation
- Complete Uniform Residential Loan Application (URLA), signed and dated by the borrower(s) and loan officer
- Uniform Underwriting and Transmittal Summary - Fannie Mae Form 1008
- Credit report
 - Three merge in-file credit report
 - Credit supplements, if applicable
 - Credit Inquiry letter
 - Mortgage pay history for all mortgages up to the month prior to the note date
- Verification of housing payment history (VOM or VOR)
- Income
 - Completed self-employed income analysis, Business and Personal Tax Returns as required (Covid overlays will apply until further notice)
 - Self Employed Borrower-1040 and transcripts as well as business transcripts
 - YTD Paystubs, W-2, WVOEs
- Most recent 60 days bank statements must include all pages (mirror with condition)
- Fully executed Purchase contract including all addendums, if applicable do not hold up submission
- Borrower Ability to Repay Attestation refer to Correspondent Lending Website
- Non-Agency Qualifying Statement – Full Doc only

Personal Bank Statement

- 12 or 24-months complete personal bank statements, must be consecutive and dated within 30 days of application
- 3 months business bank statements (to support the borrower does maintain separate account(s))
- Fully executed Business narrative prepared by borrower or CPA explaining a minimum the nature of the business, operations and must include the number of Full-Time employees and or contractors
- A signed and dated 3rd Party Tax Preparer or CPA prepared P&L that covers the same time frame as the bank statements

Business Bank Statement

- 12 or 24-months complete personal bank statements, must be consecutive and dated within 30 days of application
- Fully executed Business narrative prepared by borrower or CPA explaining a minimum the nature of the business, operations and must include the number of Full-Time employees and or contractors
- A signed and dated 3rd Party Tax Preparer or CPA prepared P&L that covers the same time frame as the bank statements

DSCR

- Current leases (do not hold up)
- Fully executed Purchase contract including all addendums, if applicable
- DSCR calculation worksheet or other evidence to support the DSCR calculation
- Business Purpose & Occupancy Affidavit

If available, provide the following documents in the initial credit submission package:

- Appraisal report(s) and all exhibits
- Collateral Desk Analysis (CDA/ARR)
- Title Binder/Preliminary Title Report showing a 24-month history of ownership
- Project Documentation refer to Correspondent Lending Website
- Hazard Insurance Policy with Premium
- Property Tax Statement
- HOA dues for subject property
- Document all PITIA payments for all Real Estate owned