



Quality Control Check List

Name of the Borrower: _____ **Name of MLO:** _____

APPRAISAL

- _____ Appraisal
- _____ Appraisal Acknowledgement Receipt

ASSETS

- _____ *Bank Statements*
- _____ *VOD(s)*

CONDITIONS

- _____ Condition Sheet(s)
- _____ All other conditions required by underwriter
- _____ Doc Order

DISCLOSURES

- _____ Fee Worksheet
- _____ Signed 1003 Application
- _____ Privacy Policy Act
- _____ GFE
- _____ Service Providers List
- _____ Intent To Proceed w/ Application
- _____ TIL (Bottom of TIL to be completed)
- _____ Anti-Steering
- _____ ECOA
- _____ Borrower's Certification Authorization
- _____ Borrower's Signature Authorization
- _____ Servicing Disclosure
- _____ Disclosure Notices
- _____ Credit Score Disclosure (ALL Borrowers)
- _____ 4506-T
- _____ Notice of Right to Receive Appraisal
- _____ Patriot Act
- _____ MDIA
- _____ MLOA
- _____ *STATE SPECIFIC DISCLOSURES*
- _____ *LENDER SPECIFIC DISCLOSURES*

- _____ *Adjustable Rate Mortgage Disclosure*
- _____ All Changed Circumstance
- _____ *Compliant Re-Disclosure GFE & TIL*
- _____ *FHA Addendum PG 1-4*
- _____ *FHA Amendatory (Purchase)*
- _____ *FHA Appraisal*
- _____ *FHA For Your Protection (Purchase)*
- _____ *FHA Important Notice To Homebuyer*
- _____ *FHA Informed Consumer Choice*
- _____ *FHA Purchase Lead Paint Disclosure*
- _____ *VA Borrower Acknowledgement of Disclosure*
- _____ *VA Counseling Checklist*
- _____ *VA Debt Questionnaire*
- _____ *VA Federal Collection Policy Notice*
- _____ *VA HUD addendum PG 1-4*
- _____ *VA Interest Rate and Discount Statement*
- _____ *VA Nearest Living Relative*
- _____ *VA Request of Certificate of Veteran Status*
- _____ *VA Request for COE*

- _____ *VA Rights of VA Loan Borrowers*
- _____ *VA Verification of VA Benefits*

HOI

- _____ Proof of Insurance (Declaration Page)

INCOME

- _____ *Annuities*
- _____ Paystubs
- _____ *Retirement Income*
- _____ *Social Security Income*
- _____ Taxes
- _____ VOE's
- _____ W2's

MISCELLANEOUS

- _____ Lock/Rate Sheet from day of lock
- _____ LOE's
- _____ VOM's

TITLE

- _____ CPL
- _____ Final HUDs
- _____ Payoff(s)
- _____ Purchase Contract (plus Addenda)
- _____ Rental Agreement(s)
- _____ *Subordination Agreement*
- _____ Title Report

* If applicable

I certify that I have reviewed the above files and have found all necessary items for a complete loan package.

Quality Control Signature

Date