



FCM QUICK SUBMIT
BETTER, FASTER, EASIER!

Estimated Closing Date:
Company Name:
Loan Officer:
Phone:

Contact Email:
Borrower Name:
FCM Loan #:
Base Loan Amt:

Form with sections: Program (Conventional, FHA, VA, USDA, etc.), Special Program (DU Refi Plus, LP Relief, etc.), Submission Type (Wholesale only, Non Del Corr), Loan Type (Purchase, Refinance), Compensation Type (Borrower Paid, Lender Paid), AUS Type (Accept/Approve, Refer), and Affiliates Certification for all loans.

Docs required on all loan types:

- Complete Initial 1003 signed
Tri-Merge Credit Report
Income and Assets as per AUS
Sales Contract with all addendums
Initial Loan Estimate & borrower receipt
SSP (service provider list)
Intent to proceed
Borrower's Authorization
Signed 4506-T by all borrowers
Valid Photo ID
Homeownership counseling List
Electronic Delivery consent form/opt out
Certify Home Loan Tool Kit was given to borrower(s) within 3 days of application date.

Docs required on all Government and Specialty Programs

- RD: Request for SFR loan guarantee (3555-21), No Income Cert or recent income docs for NPS
RD REFER LOANS: 12 Month VOR, cancelled checks if private landlord
VA: VA Certs - NLR & Child Care Cost, COE or Request for COE (VA 26-1880) not needed on IRRRL
FHA: FHA Case Number & CAIVRS or request form
HARP LOANS: Processor certification to verify type of MI and amount of MI
ARM LOANS: ARM Loan Disclosure

- REFER LOANS: LOX for credit, 60 Days of asset statements, Most recent tax return, two years if self-employed
CONVENTIONAL LOANS WITH MI: Business partner to provide quote from MI Company, MI disclosure (Monthly or Upfront)

- STREAMLINE LOANS (FHA, VA IRRRL, RD PILOT): Complete 1003 without income and only list mortgage in liabilities, Mortgage only credit report (FHA and VA only), Current month mortgage payoff statement(s), Proof case number has been ordered; previous case # must be on the form, If RD pilot: All income & liabilities to be on 1003 & full tri-merge credit, Must provide 30 days paystubs & 2 years W2 or Full VOE and recent paystub

Submission Certification: By submitting a loan for review to First Community Mortgage (FCM) you (the Loan Originator) automatically certify the loan package contains all of the items listed above in order for FCM to review and deliver to the underwriting department. You understand that if any item is missing, your loan may not be considered accepted until you have provided all the required documentation for review.

Print Name and Title Signature Date

MORTGAGEE CLAUSE for loans closing in FCM's name
First Community Mortgage, Inc. ISAOA/ATIMA
262 Robert Rose Drive - Suite 101
Murfreesboro, TN 37129 FCM Loan#
FHA ID #: 1918700006 VA ID#: 2603670000
RD ID#: 412031753