

APPLICATION DISCLOSURE CHECKLIST - WHOLESALE

Applicant: _____
 Loan Number: _____ Loan Type: _____
 Property Address: _____
 Account Executive: _____ Coordinator: _____

The following disclosures MUST be provided for every loan. Keep in mind that “application” has a different definition for RESPA disclosures.

<u>DISCLOSURE</u>	<u>DELIVERY TIMEFRAME / REMINDERS</u>	<u>DATE REC.</u>	<u>INITIALS</u>
Truth-in-Lending Disclosure	Within 3 days of initial application (includes TBD applications)	_____	_____
Good Faith Estimate	Within 3 days of receiving “6” items required by RESPA to constitute an application	_____	_____
Settlement Service Providers	Within 3 days of receiving “6” items required by RESPA to constitute an application	_____	_____
Settlement Cost Booklets	Within 3 days of receiving “6” items required by RESPA to constitute an application (can be provided earlier)	_____	_____
Servicing Transfer Disclosure	Within 3 days of receiving “6” items required by RESPA to constitute an application (be sure to date document)	_____	_____
ECOA Notice	Within 3 days of initial application (be sure to check appropriate boxes in top section)	_____	_____
Notice of Right to Receive a Copy of Appraisal	Within 3 days of initial application (be sure to check appropriate boxes in top section)	_____	_____
Release of Information Authorization	At application. If you received verbal authorization be sure to sign and date the day borrower gave authorization.	_____	_____
Consent to Social Security Admin	At application. Be sure form is complete.	_____	_____
4506-T Request for Transcript of Tax Return	At application. Be sure form is complete.	_____	_____
Lock Agreement Addendum to Loan Application	At application and update as necessary (i.e. when property address is known or borrower locks loan)	_____	_____
Privacy and Security	At application.	_____	_____
Credit Score Disclosure	Within 3 days of pulling credit report. Be sure form is complete.	_____	_____

The following disclosures MUST be provided for the loan type indicated.

<u>DISCLOSURE</u>	<u>DELIVERY TIMEFRAME / REMINDERS</u>	<u>DATE REC.</u>	<u>INITIALS</u>
ABA Disclosure – NWMA, Equity or Colony Escrow	Use for Northwest Mortgage Alliance, Equity Home Mortgage, or if you use Colony Escrow on your Settlement Providers Form.	_____	_____
ARM Disclosure	At application, for all ARM loans	_____	_____
“CHARM” Booklet (provide at application)	At application, for all ARM loans. (Be sure to check the appropriate box on the Loan Disclosures Form.)	_____	_____
Special Notice for Balloon Mortgages	At application, for all Balloon loans	_____	_____
Informed Consumer Choice Notice	Within 3 days of initial application for all FHA loans	_____	_____
For Your Protection, Get a Home Inspection	At application for all FHA loans.	_____	_____
Important Notice to Homebuyers	At application for all FHA loans.	_____	_____
Notice to Homeowner (Assumption Notice)	At application for all FHA loans.	_____	_____
Amendatory Clause & R.E. Certification	At application for all FHA loans if not included in the PSA	_____	_____
Counseling Checklist for Military Homebuyers	At application for all VA loans with a borrower on active duty.	_____	_____
Request for Certificate of Eligibility	At application for all VA loans.	_____	_____
Notice to VA Applicant	At application for all VA loans	_____	_____
Amendatory Clause	At application for all VA purchase transactions if not included in PSA.	_____	_____
Child Care Statement	At application for all VA loans.	_____	_____
Reservist/National Guard Declaration	At application for all VA loans.	_____	_____
Veteran’s Nearest Living Relative	At application for all VA loans.	_____	_____
Verification of VA Benefits (26-8937)	At application for all VA loans.	_____	_____

The following disclosures MUST be provided for subject properties in the State indicated.

<u>DISCLOSURE</u>	<u>DELIVERY TIMEFRAME / REMINDERS</u>	<u>DATE REC.</u>	<u>INITIALS</u>
Application Disclosure	OR State loans – for use on any loan where an upfront fee is collected.	_____	_____
Disclosure Summary – Fixed	WA State loans – be sure to update as circumstances change on your loan	_____	_____
Disclosure Summary – Adjustable	WA State loans – be sure to update as circumstances change on your loan	_____	_____

REMEMBER: If you are sending anything to the borrower(s) via e-mail, you **MUST** have the **Election to Receive Electronic Loan Application Documents and Disclosures** consent form signed **PRIOR** to sending the documents.