

Ready to submit your loan to PCM?

Here is what you need to include for your Conventional Loan!

Borrower:

Loan #:

### **Conventional Full Submission Checklist**

- Fully Completed Loan Submission Form (*completed in its entirety*)
- 1003 (rev dt 6/09 or later) (*completed in its entirety and signed by loan originator*)
  - Signed by borrower or Credit Authorization
  - Signed by Loan Originator to include **NMLS# for Broker and Loan Originator**
  - Borrowers marital status – if there separate 1003s for each borrower if unmarried
- Upload FNMA 3.2 file into Loan Safe through PCM Website ([www.pcmloan.com](http://www.pcmloan.com))
- DO Findings
- Credit Report dated within 90 days of application
- Income Documentation per DO Findings
- Asset Documentation per DO Findings
- All other required documentation per DO Findings
- Signed MLDS version 882 – All California Loans
- Servicing Disclosure Statement
- 4506-T Authorization Form – *Legible, Signed and Dated within 60 days of application*
- SSN Authorization Form - *Legible, Signed and Dated within 60 days of application*
- Fully executed Anti-Steering Disclosure Form signed by borrower (Lender Paid Comp only)
- RESPA Fee Sheet, Initial Fees Worksheet OR Itemization of Amount Financed
- Settlement Services Provider List (including Affiliated Business Agreement, if applicable)
- Accurately Disclosed GFE
- Certification of Receipt of GFE and Intent to Proceed