



1390 Willow Pass Rd, Ste 560
Concord, CA 94520
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submissions.concord@pcmloan.com

Loan Submission Checklist

Date: _____

Borrower Name: _____

Loan Number: _____

Register and Disclose Only

- PCM Loan Submission Form (completed in its entirety and **indicating "register and disclose only"**)
- 1008 and 1003 in PDF Format (completed in their entirety with LO signature on 1003)
- GFE and TIL (disclose all loan transaction fees, regardless of who is paying for them)
- Certification of Receipt of GFE and Intent to Proceed
- MLDS or Mortgage Broker Fee Agreement
- Itemization of Amount Financed **or** Initial Fees Worksheet **or** PCM RESPA Fee Sheet

Email all of the above documents to submissions.concord@pcmloan.com. **Request file to be "register and disclose only" on submission form**

Complete Submission

In addition to the items listed above, the following documents will complete your submission and move the file to Underwriting:

- Copy of DU Findings run on www.pcmplatinum.com (not required for FHA Streamlines and VA IRRRLS)
- Credit Report
- Borrower's Credit Authorization (not applicable if 1003 is signed by borrowers and LO)
- 4506T (not required for FHA Streamlines or VA IRRRLS)
- Servicing Disclosure Statement
- SSN Authorization Form
- Settlement Services Provider List (including applicable Affiliated Business Agreements)
- FHA/VA/USDA Loans: all government specific forms and disclosures
- Any additional documentation (income, assets, purchase contract, cover letter, etc)

Email all of the above documents to submissions.concord@pcmloan.com

A rate lock constitutes a changed circumstance. Please send us a completed Changed Circumstance Form and revised GFE within 24 hours of rate lock. If not sent as part of your submission package, email to disclosures.concord@pcmloan.com