



# MPP NON-DELEGATED

## Underwriting Submission Form

This form outlines the minimum documentation required to complete the underwriting review for loans in the MPP Program. Files missing any **Required Documents** will be placed in **Incomplete Credit Package** status and will not proceed with underwriting review until all required documents have been received. **Supporting Documents** are highly recommended to facilitate a quicker initial underwriting decision and fewer conditions needed for a Clear to Close.

### Contact Information:

Correspondent Name: \_\_\_\_\_

File Contact: \_\_\_\_\_ File Contact Phone: \_\_\_\_\_ File Contact Email: \_\_\_\_\_

### Submission Information:

Estimated Closing Date: \_\_\_\_\_

MBI Loan Number: \_\_\_\_\_ Seller Loan Number: \_\_\_\_\_

Borrower Name: \_\_\_\_\_ Co-Borrower Name: \_\_\_\_\_

### Notes to Underwriter - Tell Us About the Loan:

### Required Documents:

- Most Recent AUS findings
  - AUS Findings must be in "Final" status and not "Interim"
  - Select "Merchants Bank of Indiana"
  - DU/DO Only; LPA findings are not allowed
- Signed Initial URLA & Updated URLA (matching AUS)
- 1008 / Transmittal Summary (matching AUS)
- Tri-Merged Credit Report (all borrowers, matching AUS)
- All Applicable Income Worksheets (W2, Rental, and/or Cash Flow)
- Verification of Income, Including YTD P&L with Balance Sheet if Applicable (refer to MPP Guidelines for overlays)
- Verification of Assets (refer to MPP Guidelines for overlays)
- All Loan Estimates
- Fully Executed Sales Contract with All Addendums (if applicable)



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### Supporting / Recommended Documents:

- Completed Underwriting Submission Form
- IRS Transcripts Validating Personal Tax Returns (if applicable)
- Letters of Explanation (credit inquiries, large deposits, omitted debts, employment gaps, etc.)
- VOM / VOR (covering 12 or 24 months as applicable)
- Payoff Statements for Debts Being Paid Off (if applicable)
- Mortgage Statement on All Mortgages to Show Taxes & Insurance are Escrowed (if not, document annual taxes & insurance)
- Trust Documentation & Certificate of Trust (if closing in a Trust)
- Property Insurance (Hazard, Flood, Condo, etc.)
- Full Appraisal(s) (including Air Certificate, SSR's, Appraiser License, and Invoice)
- Desk Review from Clear Capital (if required per guidelines)
- Condo Documentation (if applicable)
- CPM Showing Condo Approval / PERS Approval (if applicable)
- Validation of Subject Property Address Using USPS or GEO
- Fraud Report Showing All Parties to Transaction are Cleared