



USDA - Loan Submission Checklist

Submission Form

600-619 Pre-qual Request form (if applicable)

Initial 1003 (completed and signed by all parties and initialed by borrower(s) where required)

Application Disclosures: must be dated at application or within 3 days

- Anti-Steering – only for lender paid files with 3 options completed
- Disclosure Notice
- Fair Credit (normally on disclosure notices)
- Mortgage Fraud FBI form
- Credit Risk Based Pricing/Notice to Home Loan Applicant (normally at end of credit report)
- Patriot Act Disclosure
- Customer Identification Verification
- Rate Lock Agreement (IL/FL/PA/TX)
- HUD Counseling Disclosure Acknowledgment & HUD Counseling list
- Borrower Certification & Authorization – required for all brokered loans
- Your Home Tool Kit – confirmation of delivery
- Broker Compensation Agreement
- Equal Credit Opportunity Act
- Flood Disaster Protection Act
- Privacy Policy
- E-Sign Disclosure
- Net Tangible Benefit Worksheet
- Undisclosed Debt Acknowledgment

USDA Disclosures:

- USDA Form 3555-21
- USDA Notice to Applicants & Household Income
- USDA Guarantee Fee Calculator

Loan Estimate:

- Fees to be detailed and listed out
- Intent to proceed
- Written list of Providers

Homeowners Insurance:

- Property Address to match USPS verified address
- Deductible to be indicated on DEC page-cannot exceed 5% of dwelling **OR** \$5000 whichever is less
- Borrowers names to be spelled correctly
- Mortgage Clause to read exactly – if CORR then it read CORR company, if Broker file it should read FSB
- One-year policy period at closing

State Disclosures (if applicable)

4506-T (transcripts are required on all files & must be ordered through FSB 3rd party vendor Old Republic)