

# BROKER INCOME

NAME OF BRANCH: \_\_\_\_\_ LOAN OFFICER \_\_\_\_\_  
NAME OF BORROWER: \_\_\_\_\_  
SUBJECT ADDRESS: \_\_\_\_\_  
TITLE COMPANY / ATTORNEY: \_\_\_\_\_  
GROSS CHECK AMOUNT: \$ \_\_\_\_\_  
AMOUNT DUE BARCLAY FUNDING: \$ \_\_\_\_\_  
EXPECTED BALANCE DUE TO BRANCH: \$ \_\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

<u>CORPORATE USE ONLY</u>			
Loan Officer Licensed:	Y	N	N/A
Branch Licensed:	Y	N	N/A
Refunded to Borrower:	\$	_____	
Approved By:	_____		
Date:	_____		
Amount Credited:	_____		
BFC Fees Charged:	_____		
Escrows Charged:	_____		
Refund:	_____		
Posted By:	_____		Date: _____

## FILE REQUIREMENTS -RIGHT SIDE CHECKLIST

\*Stacking order top to bottom, as applicable

- \_\_\_\_\_ FINAL INVESTOR APPROVAL /CLEAR TO CLOSE
- \_\_\_\_\_ INVESTOR REJECTION LETTER W/ADVERSE LTR, IF APPLICABLE
- \_\_\_\_\_ CONDITIONS PER APPROVAL
- \_\_\_\_\_ INVESTOR LOCK IN CONFIRMATION
- \_\_\_\_\_ TRANSMITTAL SUMMARY (1008)
- \_\_\_\_\_ FINAL LOAN APPLICATION (1003)
- \_\_\_\_\_ INITIAL LOAN APPLICATION (1003)
- \_\_\_\_\_ CREDIT REPORT, CREDIT EXPLANATIONS, INQUIRY LETTER
- \_\_\_\_\_ BANKRUPTCY DOCUMENTATION /DIVORCE DECREE/SEPARATION
- \_\_\_\_\_ INCOME DOCUMENTATION: PAY STUBS, TAX RETURNS, W2'S, ETC
- \_\_\_\_\_ ASSETS: BANK STATEMENTS, VOD, ETC
- \_\_\_\_\_ AGREEMENT OF SALE W/DEPOSIT-ESCROW LETTER
- \_\_\_\_\_ APPRAISAL REPORT ALONG W/COPY OF LICENSE AND E&O
- \_\_\_\_\_ GOOD FAITH ESTIMATE W/PROVIDER RELATIONSHIP DISCLOSURE
- \_\_\_\_\_ INITIAL TIL
- \_\_\_\_\_ BORROWER CERTIFICATION
- \_\_\_\_\_ CREDIT SCORE DISCLOSURE
- \_\_\_\_\_ DISCLOSURE NOTICE/ECOA NOTICE
- \_\_\_\_\_ MORTGAGE LOAN ORIGINATION DISCLOSURE
- \_\_\_\_\_ PATRIOT ACT DISCLOSURE W/PHOTO ID
- \_\_\_\_\_ PMI DISCLOSURE
- \_\_\_\_\_ PRIVACY POLICY NOTICE
- \_\_\_\_\_ RIGHT TO RECEIVE APPRAISAL
- \_\_\_\_\_ SERVICING DISCLOSURE
- \_\_\_\_\_ TAX FORM 4506T PAGE 1 AND PAGE 2
- \_\_\_\_\_ FAIR LENDING NOTICE/ STATE SPECIFIC FORMS
- \_\_\_\_\_ ANY REMAINING DISCLOSURES

**\*\* ALL EXTRA MATERIAL SHOULD BE DISCARDED IN ACCORDANCE WITH THE PRIVACY ACT**

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**FILE REQUIREMENTS -LEFT SIDE CHECKLIST**

**\*Stacking order top to bottom, as applicable**

- \_\_\_\_\_ **COPY OF CHECK FROM SETTLEMENT**
- \_\_\_\_\_ **SIGNED FINAL HUD I SETTLEMENT SHEET**
- \_\_\_\_\_ **FEE SHEET (\*INVESTOR)**
- \_\_\_\_\_ **NOTE**
- \_\_\_\_\_ **MORTGAGE**
- \_\_\_\_\_ **FINAL TIL**
- \_\_\_\_\_ **RIGHT OF RESCISSION, IF APPLICABLE**
- \_\_\_\_\_ **CLOSING PROTECTION LETTER /WIRING INFORMATION**
- \_\_\_\_\_ **PRELIMINARY TITLE REPORT**
- \_\_\_\_\_ **TAX CERTIFICATION/ JUDGEMENTS SEARCHES ETC**
- \_\_\_\_\_ **HOMEOWNERS INSURANCE W/ENDORSEMENT & PD RECEIPT**
- \_\_\_\_\_ **FLOOD INSURANCE W/ENDORSEMENT & PD RECEIPT**
- \_\_\_\_\_ **ALL CORRESPONDENCE WITH CUSTOMER**
- \_\_\_\_\_ **INVOICES FOR THIRD (3<sup>RD</sup>) PARTY FEES & CHARGES**

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PRIVACY ACT \*\*\***