



Mortgage Processing and Compliance

Required Items List

The Following items are needed to insure a speedy process

All:

Point or Fannie 3.2 file (POINT FILE IS PREFERRED)
Citius Submission Sheet

Disclosures

1003 – All pages signed and dated
GFE
TIL
Borrower(s) Authorization
Credit Score Disclosure
Disclosure Notice – Signed in all three sections
ECOA
Patriot Act
Privacy Policy Disclosure
Right to Receive Appraisal
Servicing Disclosure – Both pages
Signed 4506T

Income Docs

2 current paystubs
2007 and 2008 w2's or 1099's
2007 and 2009 Tax Returns for Self Employed Borrowers
Award Letters

Asset Documents

Current 401k statement
Last 2 months bank statements

Other

Drivers License
Social Security Card
Attorney / Insurance Preference Form (South Carolina)
Mortgage Broker Agreement

FHA:

Disclosures

Amendatory Clause / Real Estate Certification	Purchase Only
Assumption Notice / Release of Liability	
Consumer Choice Disclosure	
Home Inspection	Purchase Only
HUD Appraised Value	Purchase Only
Identity of Interest	Purchase Only
Notice to Homebuyers (HUD92900-B)	
FHA/VA Addendum	

Send to submit@citiusprocessing.com

Or fax to 803-693-9911 (Include Area Code in Columbia)