



TFS Mortgage Corporation, Inc.

TFS Residential Mortgage Express Checklist

COMPLETE ALL APPLICABLE FIELDS

Submission
 Pre-Qualification
 Pre-Approval
 Reverse Mortgage Scenario
 Forward Mortgage Scenario

Originator Name:	Originator Phone:
Originator Email:	Date Received:

Property & Loan Specific Information

Property Address:				Year Built:
Property Type :	SFR 2-4 Unit Condo	Occupancy :	Primary 2nd Home Investment	
Loan Amount:	Property Value/Purchase Price:	LTV:	Rate &Term:	
Loan Purpose :	Purchase Rate/Term Cash Out Reverse	Loan Type :	Fixed Rate ARM Reverse Other	
Reverse Program :	Lump Sum Monthly Both	Source of Funds:	Savings Gift Grant	
Annual Property Taxes:	Annual Homeowner's Insurance:			
Annual Flood Insurance:	Monthly Homeowner's Association Dues:			
1st Mortgage Balance:	2nd Mortgage Balance:			
Other Monthly Debts/Payments Total:	Other Liens/ Judgments:			
Attorney/ Title Company Name:		Realtor Name:		
Phone:	Email:	Phone:	Email:	

Borrower and Co-Borrower Information

Borrower:		Co-Borrower:	
Phone Number:		Phone Number:	
Email Address:		Email Address:	
Best Way to Contact :	Phone Email	Best Time: _____	Best Way to Contact :
Annual Income:	Liquid Assets:	Annual Income:	Liquid Assets:
Income Type (check all that apply):	W2 1099 Self-Employed	Income Type (check all that apply):	W2 1099 Self-Employed
	Investment Social Security Pension Other		Investment Social Security Pension Other
<u>The Following Section is Required for Submission Only</u>		<u>The Following Section is Required for Submission Only</u>	
Exact Start Date with Current Employer or Retired:		Exact Start Date with Current Employer or Retired:	
Position Held with Current Employer:		Position Held with Current Employer:	
Work Telephone Number:		Work Telephone Number:	
Number of Years at Current Residence:		Number of Years at Current Residence:	
Number of Dependent Children and Their Ages:		Number of Dependent Children and Their Ages:	
Number of Years of School Attended:		Number of Years of School Attended:	
Race:		Race:	

LIST OF REQUIRED DOCUMENTATION ON NEXT PAGE



TFS Mortgage Corporation, Inc.

REQUIRED DOCUMENTATION FOR SUBMISSION:

- Color Copy of Valid Driver's License for All Borrowers/Co-Borrowers	- 2 Years Most Recent W2s/1099s and Other Income Documentation
- Most Recent Paystubs Covering Most Recent 30 Days	- Divorce Decree & Property Settlement Agreement (If Applicable)
- Most Recent Pension and/or Social Security Award Letter	- Current Tax Bill, Homeowner's Declaration Page, Mortgage Statement (All Mortgages/Home Equities)
- 2 Years Most Recent Federal Tax Returns (All Schedules)	
- Legible Copy of Social Security Card & Birth Certificate (Reverse Mortgages Only)	- 2 Months Most Recent or Most Recent Quarterly Bank Statements (All Accounts)
- Completed Credit Report Authorization Form	- Completed & Signed Borrower's Certification & Authorization

Appraisal fees range between \$495 - \$795 and will be collected on the 4th business day after the Good Faith Estimate and Truth in Lending disclosure are mailed.

WE WILL ALSO NEED THE FOLLOWING FOR ALL RENTAL PROPERTIES, SECOND HOMES, OR VACANT LAND OWNED

- Current Homeowner's Insurance Declaration Page (All Properties)	- Current Lease Agreements (All Properties, All Units If Applicable)
- Current Mortgage Statements (All Mortgages/ Home Equities)	- Current Tax Bill (All Properties)

REQUIRED DOCUMENTATION FOR PRE-APPROVAL REQUESTS

- Most Recent Pay-stub Showing Year-to-Date Earnings
- 2 Years Most Recent Federal Tax Returns
- Completed Credit Report Authorization Form

MORTGAGE SOLICITOR CERTIFICATION

Please accept my signature as verification that this client was:

- Advised that the fees for appraisal will be collected via credit card authorization on/or after the 4th business day after the date the initial GFE & Til are mailed to the client.
- Provided with the TFS Consumer Privacy Notice.

_____ Date Given to Mortgage Department: _____

Mortgage Loan Originator Signature/Date

****PRELIMINARY INTERVIEW QUESTIONS FORM TO BE RETURNED FOR ALL SUBMISSION TYPES****



TFS Mortgage Corporation, Inc.

TFS MORTGAGE EXPRESS

PRELIMINARY INTERVIEW QUESTIONS:

1. Has the client ever claimed bankruptcy? ____ Yes ____ No
 - a. Within 7 years? ____ Yes ____ No
2. Has the client ever had a property foreclosed on? ____ Yes ____ No
 - a. Within 7 years? ____ Yes ____ No
3. Is the subject property part of a Homeowner's Association or Condo Association? ____ Yes ____ No
 - a. Please provide HOA/Condo Association contact information (name & phone number)
 - i. _____
 - b. Is the property located in an adult only community? ____ Yes ____ No
4. If a refinance, are there any additional mortgages, liens, judgments on the property, including but not limited to HELOCs, including those with zero balances? Is the client planning on closing (C) or subordinating (S) these additional loans? Please check C or S and then list the loan.
 - a. C S _____
 - b. C S _____
 - c. C S _____
 - d. C S _____
5. If credit was run ahead of time, please read the credit report and check for the following:
 - a. Bankruptcies ____ Yes ____ No
 - b. Student Loans – Are these student loans cosigned for someone else? ____ Yes ____ No
 - c. Revolving Lines of Credit with \$0.00 balances that show paid but not closed ____ Yes ____ No
 - d. Late payments ____ Yes ____ No
 - e. Disputes/Write-offs ____ Yes ____ No
6. Please advise your client: During this process, it is important to:
 - a. Retain and provide copies of any and all checks they provide for deposit or down payment as soon as possible as they occur.
 - b. Make every effort to avoid any major purchases, especially those that require the extension of credit or financing, including cars, boats, motorcycles, furniture, etc.
 - c. Be careful and judicious about the use of their credit cards to avoid any issues that might adversely affect their ability to qualify.
 - d. Wherever possible, avoid moving money around in between accounts, since the lender will require the verification trail, and this will lead to unnecessary delays.
 - e. Keep copies of any checks that they deposit (outside of their normal paycheck) into their accounts and note the source of funds. Try to avoid large cash deposits also, as these funds cannot be sourced.
7. Have you discussed this file with TFS Mortgage Staff? ____ Yes ____ No
 - a. Please include specifics of this conversation along with your notes below



TFS Mortgage Corporation, Inc.

BORROWERS CERTIFICATION AND AUTHORIZATION

CERTIFICATION

The undersigned certify the following:

1. I/We have applied for a mortgage loan from TFS Mortgage Corporation, Inc. In applying for the loan, I/We completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/We omit any pertinent information.
2. I/We understand and agree that TFS Mortgage Corporation, Inc. reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the financial institution.
3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

1. I/We have applied for a mortgage loan from TFS Mortgage Corporation, Inc. As part of the application process, TFS Mortgage Corp., Inc. may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
2. I/We authorize you to provide to TFS Mortgage Corp., Inc., and to any investor to whom TFS Mortgage Corp., Inc. may sell my mortgage, any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.
3. TFS Mortgage Corporation, Inc. or any investor that purchases the mortgage may address this authorization to any party named in the loan application.
4. A copy of this authorization may be accepted as an original.
5. A prompt reply to TFS Mortgage Corp., Inc. or the investor that purchased the mortgage is appreciated.

Borrower's Signature

Social Security Number

Borrower's Signature

Social Security Number

437 Newman Springs Road | Lincroft, NJ 07738

Tel: 1-800-833-1862 | Web: www.tfsweb.com

Division of Tomorrow's Financial Services, Inc. • Correspondent Residential Mortgage Lender, New Jersey Department of Banking & Insurance
Registered Mortgage Broker, NYS Banking Department and Florida Office of Financial Regulation • RMBS ID 51461



TFS Mortgage Corporation, Inc.

CREDIT REPORT AUTHORIZATION

*****PLEASE NOTE UNMARRIED BORROWERS MUST EACH COMPLETE AND SIGN THEIR OWN CREDIT REPORT AUTHORIZATION FORM.*****

BORROWER:

SOCIAL SECURITY NUMBER:

DATE OF BIRTH:

AGE:

CO-BORROWER:

SOCIAL SECURITY NUMBER:

DATE OF BIRTH:

AGE:

STREET ADDRESS:

CITY:

STATE:

ZIP:

I/WE HEREBY GIVE MY/OUR CONSENT TO ALLOW TFS MORTGAGE CORPORATION, INC. TO RUN A CREDIT REPORT ON MY/OUR CREDIT HISTORY. I/WE HEREBY ACKNOWLEDGE RECEIPT OF THE WRITTEN CONSUMER PRIVACY NOTICE FOR THE TFS FAMILY OF COMPANIES.

BORROWER'S SIGNATURE

DATE

CO-BORROWER'S SIGNATURE

DATE

SUBMITTING MLO:

PHONE #:

437 Newman Springs Road | Lincroft, NJ 07738

Tel: 1-800-833-1862 | Web: www.tfsweb.com

Division of Tomorrow's Financial Services, Inc. • Correspondent Residential Mortgage Lender, New Jersey Department of Banking & Insurance
Registered Mortgage Broker, NYS Banking Department and Florida Office of Financial Regulation • NMLS ID 51460



TFS Mortgage Corporation, Inc.

CREDIT CARD AUTHORIZATION FORM

INSTRUCTIONS: TFS MORTGAGE CORPORATION, INC.

1. Please fill out this form in full
2. Sign where indicated

Cardholder Name: _____
(PLEASE PRINT FULL NAME AS IT APPEARS ON THE CARD)

Billing Address: _____
(Number & Street Name)

(City, State & Zip Code)

I authorize a charge against my credit card for appraisal services to be performed by the lender's required appraisal management company. The fee for this service will range from \$495.00 to \$795.00 depending on the appraisal type.

CREDIT CARD (Please choose one)

MasterCard Visa Discover Card American Express

Card Number: _____

Security Code Expiration Date

E-Mail Address _____

I authorize TFS Mortgage Corporation, Inc. to charge my credit card as indicated above.

Signature: _____ Date: _____

437 Newman Springs Road | Lincroft, NJ 07738

Tel: 1-800-833-1862 | Web: www.tfsweb.com

Division of Tomorrow's Financial Services, Inc. • Correspondent Residential Mortgage Lender, New Jersey Department of Banking & Insurance
Registered Mortgage Broker, NYS Banking Department and Florida Office of Financial Regulation • NMLS ID 51460

The Life of a Loan: What Happens Next?

Thank you for choosing us for your mortgage needs! If you have not worked with us before, or are purchasing a home for the first time, you might be wondering "What happens next?"

While every borrower and loan file is different, each loan follows the same basic process:

1. Your loan officer will deliver the documentation you have signed and provided to our mortgage processors.
2. Our processors will begin working on your file.
3. Within 4 days, you will hear from our processors to set up a telephone interview.
4. After the interview, you may have to provide additional documentation.
5. Once interview is conducted and documentation is collected, your application will be finalized and sent to you for signature by email. Signatures will be executed electronically, with one of our processors on the phone with you walking you through the process.
6. Once your application is E-Signed, we will submit your file to the lender for review and then the appraisal and title will be ordered (refinance) or just the appraisal will be ordered (purchase) if the inspections have been completed.
7. Once the lender reviews your application (usually 2 - 3 days), they will send us an approval; usually this approval will come with conditions requiring additional documentation or action to be taken by you or by us. (A copy will be provided to your settlement agent on a purchase transaction to meet Mortgage Contingencies and so title can be ordered.)
8. You will be contacted by us with these requests and we will work to clear conditions with you, your title company, and the lender.
9. Once all documentation for the conditions are received, we will submit to the lender once again.
10. At this point, the lender will either request additional information or give us the Clear to Close.
11. Once we have the Clear to Close, your closing will be scheduled and we will work with you settlement agent to finalize your closing costs and provide you with final numbers.

Note: This is just an outline of what to expect. There are other things that take place in between all of this, documentation that you will receive by email to e-sign several times before we will be able to schedule you for closing, etc.

Some key things to keep in mind throughout this process:

- a. Retain and provide copies of any and all checks you provide for deposit or down payment as soon as possible as they occur.
- b. Make every effort to avoid any major purchases, especially those that require the extension of credit or financing, including cars, boats, motorcycles, furniture, etc.
- c. Be careful and judicious about the use of your credit cards to avoid any issues that might adversely affect your ability to qualify.
- d. Wherever possible, avoid moving money around in between accounts, since the lender will require the verification trail, and lead to unnecessary delays.
- e. Keep copies of any checks that you deposit (outside of your normal paycheck) into your accounts and note the source of funds. Try to avoid large cash deposits also, as these funds cannot be sourced.