

SWMC Forward Retail Loan Submission Form



LOAN INFORMATION				
DATE		BRANCH		BROKER ADVISOR
PHONE		EMAIL		
LO/AE		LOAN #		
BORROWER NAME	LAST NAME	FIRST NAME		
SUBMISSION CHECKLIST				
APPLICATION & DOCUMENTS	CHECK	COMMENTS		
<ul style="list-style-type: none"> ▪ Application (Forward – 1003) Check: Signed and dated by Borrower(s) and LO 	[]			
<ul style="list-style-type: none"> ▪ Initial Disclosure Package Check: Signed & Dated by Borrower(s) & LO 	[]			
<ul style="list-style-type: none"> ○ Fair Lending Notice 	[]			
<ul style="list-style-type: none"> ○ Truth in Lending Disclosure 	[]			
<ul style="list-style-type: none"> ○ Itemization of Amount Financed 	[]			
<ul style="list-style-type: none"> ○ Credit Report Authorization & Release 	[]			
<ul style="list-style-type: none"> ○ Good Faith Estimate (GFE) 	[]			
<ul style="list-style-type: none"> ○ Addendum To GFE 	[]			
<ul style="list-style-type: none"> ○ Good Faith Estimate Provider Relationship 	[]			
<ul style="list-style-type: none"> ○ Privacy Policy Disclosure 	[]			
<ul style="list-style-type: none"> ○ Home Ownership & Equity Protection Act 	[]			
<ul style="list-style-type: none"> ○ Flood Disaster Protection Act 	[]			
<ul style="list-style-type: none"> ○ Equal Credit Opportunity Act Notice 	[]			
<ul style="list-style-type: none"> ○ RESPA Transfer Of Servicing Disclosure 	[]			
<ul style="list-style-type: none"> ○ Borrower's Certificate And Authorization 	[]			
<ul style="list-style-type: none"> ○ Importance Of Home Inspection 	[]			
<ul style="list-style-type: none"> ○ 4506-T Request For Transcript Of Tax 	[]			
<ul style="list-style-type: none"> ○ Important Notice To Homebuyer 	[]			
<ul style="list-style-type: none"> ○ Buying and Refinancing a Home 	[]			
<ul style="list-style-type: none"> ○ Credit Score Disclosure and Notice to Home Loan applicant 	[]			
<ul style="list-style-type: none"> ○ Informed Consumer Choice Disclosure 	[]			
<ul style="list-style-type: none"> ○ Borrower's Contract With Respect To Hotel & Prop (Only on multi family property) 	[]			
<ul style="list-style-type: none"> ○ Amortization Schedule 	[]			
<ul style="list-style-type: none"> ○ Customer Identification Notice 	[]			
<ul style="list-style-type: none"> ○ Freedom To Choose Insurance Provider 	[]			
<ul style="list-style-type: none"> ○ Anti-Coercion Statement 	[]			
<ul style="list-style-type: none"> ○ Borrower Information Document 	[]			

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○ Affidavit Regarding Loan Origination	[]	
○ Statement of Borrower's benefits (Only for refinances)	[]	
○ Occupancy Affidavit And Financial Status	[]	
○ FACT ACT notice	[]	
▪ 2 Months Pay stubs	[]	
▪ 3 Months Bank Statement	[]	
▪ 2 Years W2 Statements	[]	
▪ 2 Years 1040 Statements (If self Employed)	[]	
▪ Purchase Contract with all Counter Offers	[]	
▪ Contact information for Listing and Selling Agents	[]	
▪ Escrow and Title Company Contact Information	[]	
▪ Escrow Deposit Receipt (Purchases)	[]	
▪ Gift Funds used - Name and address of donor	[]	
▪ Copy of Donor's bank statements for trail of funds	[]	
▪ Evidence of DOB and SSN	[]	
▪ Evidence of Hazard Insurance (If Refinance)	[]	
▪ Mortgage Coupon(s)	[]	
▪ Trust / POA (if applicable)	[]	
▪ Business Cards of listing, selling agents, escrow and Title companies	[]	
▪ Child Support Income	[]	
▪ If property is a Condo, mention HOA contact info.	[]	

IF TITLE HAS ALREADY BEEN ORDERED, PLEASE SPECIFY THE VENDOR:

TITLE ORDER NUMBER: _____

TITLE COMPANY NAME : _____

TITLE OFFICER NAME : _____

ADDRESS : _____

PHONE : () _____ - _____

EMAIL : _____

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IF TITLE HAS NOT ALREADY BEEN ORDERED, PLEASE SPECIFY VENDOR:

<ul style="list-style-type: none"> ▪ ORANGE COAST TITLE COMPANY 	<input type="checkbox"/>	TITLE REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ CAL COUNTIES 	<input type="checkbox"/>	TITLE REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ LAWYERS TITLE COMPANY 	<input type="checkbox"/>	TITLE REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ NORTH AMERICAN TITLE (NEW YORK) 	<input type="checkbox"/>	TITLE REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ LENDER'S LIVE SETTLEMENT SERVICES 	<input type="checkbox"/>	TITLE REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ OTHER (_____) 	<input type="checkbox"/>	TITLE REP NAME: _____ PHONE : _____ EMAIL : _____

IF ESCROW HAS ALREADY BEEN ORDERED, PLEASE SPECIFY THE VENDOR:

ESCROW ORDER NUMBER: _____

ESCROW COMPANY NAME: _____

ESCROW OFFICER NAME: _____

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ADDRESS: _____

PHONE : _____

EMAIL : _____

IF ESCROW HAS NOT ALREADY BEEN ORDERED, PLEASE SPECIFY VENDOR:

<ul style="list-style-type: none"> ▪ LENDER'S LIVE SETTLEMENT SERVICE 	<input type="checkbox"/> []	ESCROW REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ 7 DAYS ESCROW 	<input type="checkbox"/> []	ESCROW REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ LAWYERS TITLE COMPANY 	<input type="checkbox"/> []	ESCROW REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ CERRITOS ESCROW 	<input type="checkbox"/> []	ESCROW REP NAME: _____ PHONE : _____ EMAIL : _____
<ul style="list-style-type: none"> ▪ OTHER (_____) 	<input type="checkbox"/> []	ESCROW REP NAME: _____ PHONE : _____ EMAIL : _____

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APPRAISAL LO/AE CANNOT ASSIGN/REQUEST A SPECIFIC APPRAISER. IF A COMPARATIVE ANALYSIS OR ESTIMATED VALUE IS REQUIRED, PLEASE CONTACT THE LOAN BOARDING TEAM. YOU MAY RECOMMEND ONE AS A FUTURE APPROVED APPRAISER WITH SWMC.

APPRAISER NAME		ST CITY		
EMAIL		PHONE		

SPECIAL INSTRUCTIONS:

ADDITIONAL COMMENTS:

NOTE

- All new submissions must be sent to processing@swmc.com along with this loan submission form.
- All disclosures & documents mentioned in the retail loan submission form should be submitted to start loan processing.
- Please ensure that no documents are faxed from Real Estate Broker's Fax Machine, as these documents will not be accepted as per FHA guidelines.
- [Loan Officer must have Borrower's Signed Authorization before ordering Credit Report for DU approval.](#)