

SWMC Retail Processing Loan Submission Form



LOAN INFORMATION					
DATE		BRANCH		LOAN NUMBER	
LOAN PROCESSOR		PHONE		EMAIL	
LOAN OFFICER		PHONE		EMAIL	
BORROWER NAME	LAST NAME	FIRST NAME			
SUBMISSION CHECKLIST					
APPLICATION & DOCUMENTS			CHECK	COMMENTS	
<ul style="list-style-type: none"> ▪ Counseling Certificate Check: Signed and dated by Counselor and Borrower(s) 			[]		
<ul style="list-style-type: none"> ▪ Application (Reverse – 1009) 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"> ○ Good Faith Estimate (GFE) Check: Signed & Dated by Borrower(s) & LO 			[]		
<ul style="list-style-type: none"> ○ Principal Lock Check: Signed & Dated by Borrower(s) & LO 			[]		
<ul style="list-style-type: none"> ▪ Copy of ID (DL /Medicare Card/Passport) 			[]		
<ul style="list-style-type: none"> ▪ Copy of SSN Card 			[]		
<ul style="list-style-type: none"> ▪ Evidence of Hazard Insurance 			[]		
<ul style="list-style-type: none"> ▪ Mortgage Coupon(s) 			[]		
<ul style="list-style-type: none"> ▪ Trust / PoA (if applicable) 			[]		
<ul style="list-style-type: none"> ▪ If property is a Condo, mention HOA contact info. 			[]		
ORDER TITLE: ☺			[]	REPRESENTATIVE	
<ul style="list-style-type: none"> ▪ Orange Coast Title Company 			[]		
<ul style="list-style-type: none"> ▪ Cal Counties 			[]		
<ul style="list-style-type: none"> ▪ Lawyers Title Insurance 			[]		
<ul style="list-style-type: none"> ▪ Lender Live Settlement Services 			[]		
<ul style="list-style-type: none"> ▪ First American 			[]		
<ul style="list-style-type: none"> ▪ Other () 			[]		
ORDER ESCROW: ☺			[]	REPRESENTATIVE	
<ul style="list-style-type: none"> ▪ Cameo Escrow 			[]		
<ul style="list-style-type: none"> ▪ Lender Live Settlement Services 			[]		
<ul style="list-style-type: none"> ▪ Lawyers Title Insurance 			[]		
<ul style="list-style-type: none"> ▪ First American 			[]		
<ul style="list-style-type: none"> ▪ Other () 			[]		
<p>APPRAISAL If a comparative analysis or estimated value is required, please contact the Loan Processing team. You may recommend an appraiser as a future approved appraiser with SWMC.</p>					

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APRAISER NAME		ST CITY	
EMAIL		PHONE	
SPECIAL INSTRUCTIONS:			

INSTRUCTIONS ON SUBMITTING LOANS FOR SWMC TO PROCESS:

1. THIS FORM IS FOR REFERENCE ONLY AND WILL BE COMPLETED BY SWMC – PROCESSING TEAM.
2. PLEASE SUBMIT ALL DOCUMENTS TO PROCESSING TEAM MENTIONED UNDER APPLICATION AND DOCUMENTS
3. AFTER SUBMITTING THE LOAN TO SWMC PROCESSING TEAM, THE NEXT BUSINESS DAY ONWARDS, YOU MAY TRACK THE LOAN IN REVERSESOFT AND FOLLOW UP WITH LOAN PROCESSING TEAM ON THE STATUS.
4. SWMC WILL BE COMPLETING INITIAL VERIFICATIONS AND ORDERING FHA CASE NUMBERS WITHIN 24 HOURS OF THE LOAN BEING SUBMITTED FOR PROCESSING.
5. SWMC WILL BE ORDERING TITLE, ESCROW AND APPRAISAL WITHIN 48 HOURS OF THE LOAN BEING SUBMITTED FOR PROCESSING.

CONTACT INFORMATION	
<p>FOR QUERIES ON:</p> <ul style="list-style-type: none"> ▪ SETTING UP THE LOAN IN REVERSESOFT ▪ TITLE, ESCROW, APPRAISAL ORDERING 	<p>CONTACT LOAN PROCESSING:</p> <ul style="list-style-type: none"> ▪ EMAIL: PROCESSING@SWMC.COM ▪ PHONE: (562) 366-4615 ▪ FAX: (206) 222-2298
<p>FOR QUERIES ON:</p> <ul style="list-style-type: none"> ▪ UNDERWRITING 	<p>LOCATE THE UNDERWRITER ASSIGNED TO THE FILE IN THE AU ENGINE SCREEN.</p> <p>CALL (800) 453-7884 AND ASK TO SPEAK TO THE UNDERWRITER</p>
<p>FOR QUERIES ON:</p> <ul style="list-style-type: none"> ▪ LOCKING A FIXED RATE (ONLY) REVERSE MORTGAGE 	<p>CONTACT SECONDARY MARKETING:</p> <ul style="list-style-type: none"> ▪ EMAIL: THUY.TRAN@SWMC.COM ▪ PHONE: (562) 916-1403 ▪ FAX: (562) 653-9664
<p>FOR QUERIES ON:</p> <ul style="list-style-type: none"> ▪ LOAN DOCUMENTS FOR SIGNING 	<p>CONTACT DOC DRAWING:</p> <ul style="list-style-type: none"> ▪ EMAIL: DOCDRAWING@SWMC.COM ▪ PHONE: (562) 366-8862 ▪ FAX: (206) 222-2296

ANY OTHER INFORMATION