

Thank you for your loan submission. Please complete this form in its entirety and include all required documents, as listed below, with your submission. Only complete submissions will progress to Underwriting.

CONTACT INFORMATION

Broker: _____ Acct Executive: _____
Main Contact, for decisions/questions below:
Contact: _____ Phone: _____
Title: _____ Email: _____

REQUESTED LOAN TERMS

Submission Type: ☐ Full Submission ☐ Disclosures Only Disclosures By: ☐ Broker ☐ Lender
Loan Application Date: _____ Estimated Closing Date: _____
Borrower: _____ Co-borrower: _____
Borr. Email: _____ Cobo. Email: _____
Subject Property: _____
1st Loan Amount: _____ 1st Loan LTV _____ 2nd Loan Amount: _____ 2nd Loan LTV _____
Appraised (Est) Value: _____ Loan Purpose: _____ ☐ Concurrent Second Program: _____
Buydown? ☐ 2/1 ☐ 1/0 Interest Rate: _____ Term: _____ Purchase Price: _____
Loan Type: _____ Occupancy: _____ Property Type: _____
Mtg. Insurance: _____ Lender Fee Buyout? ☐ UW Fee ☐ Doc Fee Impounds? ☐ Yes ☐ No
How should RISE TPO handle Borrower Credit Report?* ☐ Pull new credit ☐ Use attached Broker credit
Approved Credit Vendors: _____ FHA Condo Spot Approval Request? ☐ Yes ☐ No

*** If credit option not selected, RISE TPO will pull new credit**

BROKER COMPENSATION

Comp. Type: ☐ Borrower Paid ☐ Lender Paid If Borrower Paid, Amount: _____
Loan Processing in-house (not 3rd-party)? ☐ Yes ☐ No MLO & RE Agent (Buyer or Seller) the same? ☐ Yes ☐ No
If No, 3rd-Party Invoice with NMLS ID is Required. If Yes, provide Dual Role Disclosure; not allowed for FHA/USDA

REQUIRED DOCUMENTATION CHECKLIST

- ☐ Completed Wholesale Submission Form
- ☐ Completed 1008 (if applicable)
- ☐ Completed 1003, signed/dated by Borrower(s) and Loan Officer (if applicable, REO section must be thoroughly completed)
- ☐ Credit Report for All Borrowers and Non-borrowing Spouse (if applicable) if using Broker credit reports
- ☐ Borrower's Certification and Authorization (aka Broker Disclosures)
- ☐ Escrow/Closing 3rd Party Fee Sheet
- ☐ Broker Fee Sheet** with Supporting Invoices (including, if applicable, third-party processing invoice with NMLS ID)
- ☐ eConsent from Borrower(s) if any documents are eSigned
- ☐ All Broker-specific disclosures required per state regulations and transaction type, if applicable, Dual Role Disclosure
- ☐ Broker's completed/signed Anti-Steering Disclosure and Affiliated Business Arrangement (ABA) Disclosure, if applicable
- ☐ Supporting mortgage statement/tax/insurance information for all REO listed on 1003
- ☐ If Purchase: Purchase Agreement with all Addendums
- ☐ If FHA: FHA 92900A, pages 1 & 2, fully executed
- ☐ If FHA: FHA Case Request Form
- ☐ If FHA/VA: Streamline Mortgage Only Credit Report
- ☐ If VA: VA Form 26-1802A fully executed by Borrower(s) and Loan Originator
- ☐ If VA: VA Certificate of Eligibility
- ☐ If VA Refinance: VA Refinance Loan Comparison Disclosure (see Forms on [RISE TPO Portal](#)) and Mortgage Note
- ☐ If VA IRRRL: VA 26-8923 Interest Rate Reduction Loan Worksheet and VA IRRRL Loan Comparison
- ☐ If USDA: Request for Single Family Housing Loan Guarantee (Form RD 3555-21)

** Only permissible fees per federal, state, and local law are allowed.

Income Documentation Requirements

- ☐ If Wage Earner: Most recent 30 days paystubs, all borrowers (or as required per AUS) OR last 2 years W2s, all borrowers
- ☐ If Self-employed: 2 Years 1099s (as applicable), All K1s (as applicable), Tax returns (1 or 2 Years, based on program)
- ☐ If Retired: Award Letter, Retirement Statement, 1099s, or recent bank statement supporting retirement income

If Broker Disclosed, Additional Documentation Requirements

- ☐ Initial Loan Estimate (LE) with SSPL, all subsequent LEs with Change of Circumstance (COC) and supporting documentation
- ☐ All federal, state, and local initial disclosures per transaction type
- ☐ All broker-specific disclosures per state regulations and transaction type
- ☐ If FHA: All FHA required disclosures per transaction type
- ☐ If VA: All VA required disclosures per transaction type
- ☐ If USDA-RHS: All USDA required disclosures per transaction type
- ☐ If ARM: All ARM required disclosures

Mortgagee Clause:
OCMBC, Inc. ISAOA
19000 MacArthur Blvd., Suite 200
Irvine, CA 92612

Lender IDs:
FHA: 20996-0000-1
VA: 169917-00-00

RISE TPO Contacts:
for General Inquiries
Corporate Office Phone: (888) 973-8210
Lock Desk Email:
lockdesk@RISETPO.com
UW Scenario Desk:
scenarios@RISETPO.com



Corporate Office:
19000 MacArthur Blvd., Suite 200
Irvine, CA 92612
NMLS ID #2125
www.RISETPO.com