



## Delegated Submission Form

### Correspondent Information

Please type or write legibly so that all correspondence is sent to the correct parties.

Lender Post Closing Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Lender Post Closing Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Lender Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Loan Characteristics

Impac Loan #: \_\_\_\_\_ Borrower First Name/Last Name: \_\_\_\_\_  
Product Type:  Fannie  Freddie  FHA  VA  USDA  
Purpose:  Purchase  R/T  Cash-Out Refinance  
Product Code: \_\_\_\_\_

### Submission to Include, but not limited to the following:

Use IMPortal to upload a complete FNMA 3.2 File

### Documentation

Completed Submission Form  Cover Letter

#### 1. AUS Results

AUS Results:  DU  LP  GUS  
 1008 signed, dated, fully completed including Risk Assessment/match AUS  
 1003 – Initial/Final

#### 2. Credit Package

Credit Report associated to AUS  Additional Credit Docs/Supplements  Bankruptcy papers  
 Mortgage Payoffs (if applicable)  Divorce Decree/Separation Agreement  
 Credit Inquiry Letter  SS Authorization  SS Validation  
 LOE Name & Address variations  Form 1017 (FNMA Home Possible Only)  
 Document all REO properties with Mortgage Statements, Taxes, HOA dues, Owned Free & Clear

#### 3. Income Documents

Income Worksheets  Verbal VOE

##### Salaried

WVOE's, Current Paystubs with YTD income, W2's (per AUS)  
 SS/Fixed Income documentation (award letters, 1099, verified deposits)  
 Rental Income (Current Lease Agreement)

##### Self Employed

Previous 2 years signed 1040's with all schedules & letter from CPA/business license confirming 2 years Self Employment  
 K1's if applicable  
 YTD Profit & Loss Statement, Balance Sheet

#### 4. Asset Documents

Escrow Letter/Proof Earnest Money  Gift funds/Donor's Ability (if applicable)  
 Bank Statements  Retirement or investment account statements

#### 5. Property Documents

Appraisal w/Addendums (Color)/1004D  SSR's/UCDP  Purchase Contract  
 Homeowners and Flood Insurance  Condos & PUD's (Master policy & HO6)  Flood Cert  
 Title Commitment  Tax Information Sheet  Escrow/Closing Instructions

#### 6. Disclosures

Initial GFE/TIL  Final HUD  Closing Disclosure  Loan Estimate  
 Initial Federal & State Disclosure Packet  Proof CD/LE were received if not signed

#### 7. Closing Disclosures

Note  Deed of Trust/Mortgage & Riders  Rescission  Final TIL & Itemization  Compliance Test  
 POA (if applicable)  Trust Cert (if applicable)  Mortgage Insurance Cert (if applicable)  
 Payment History (if applicable)

#### 8. FHA/VA

FHA LT  Initial 92900a/1802a  FHA Case # Assignment/VA 1805 Case Assignment  
 VA Certificate of Eligibility  VA Loan Analysis or IRRRL

#### 9. USDA

USDA Conditional Commitment  USDA form Attachment A – Household & Repayment Worksheet

**Original Collateral (Note & Bailee/Wiring Instructions) to be sent to Impac**