



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 & CPL 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