



# JUMBO LOAN SUBMISSION PROCEDURE

## A GUIDE TO SUBMITTING THE JUMBO LOAN SERIES

Prior to submitting a Jumbo loan, please register it and generate a CMG loan number by importing the FNMA 3.2 file to the CMG portal.

CMG requires a pre-purchase audit on all Jumbo loans prior to closing, the Correspondent Lender is to fully underwrite the loan per published guidelines to ensure eligibility before submission to CMG.

- Note that loans submitted under the Flex 6400 Series, the Expanded 6600 Series and Expanded 7600 Non-QM **Non-Warrantable Condo** programs require submission to the CMG Project Standards Department for review [condo@cmgfi.com](mailto:condo@cmgfi.com)

When the credit file is complete and ready for pre-purchase audit, upload the full credit package to CMG and include the underwriter's loan decision. Please use the Loan Submission Form (see attached) when uploading the file.

The CMG pre-purchase review will be subject to posted turn times. A condition list will be issued when pre-purchase audit is complete. After all the pre-purchase credit conditions are submitted and cleared, the Correspondent Lender will fund the loan and submit the completed funding package for purchase review. When all *final* conditions are received and cleared, the file will be cleared and queued for purchase.

Your designated Correspondent Liaison will provide updates throughout the process.

**Thank you for choosing CMG Financial Correspondent Lending.**



The file must be underwritten and a loan decision made per guidelines by the lender. This is a guideline of documentation required in a standard file. There may be additional documentation required or included in the actual loan file.

**CREDIT PACKAGE**

- Seller's loan approval and underwriter's cover sheet to include the identified CMG Jumbo Series Program selected for loan submission.
- Underwriter's income analysis and asset worksheet (if applicable) 1008 Completed with: income calculations, asset breakdown if not included in the above, FICO, Underwriter Name, email address and phone number, 12 month HELOC draw/line amount (if applicable)
- Initial 1003 signed by borrower(s) if face-to-face and LO, Credit report/Credit Supplements/Credit explanation/undisclosed debt monitoring borrower identification (SSN card or verification and picture ID)
- Mtg. Statements, HOA statement and HAZ insurance on all rental properties owned**
- Divorce decree/child support/alimony
- VOM required if mortgage not currently rated/VOR --- 24 months (if applicable --- 1st time homebuyer) initial disclosures – including acknowledgement of intent to proceed disclosure
- Borrower's credit authorization form signed on or prior to credit report
- Compliance report for required fees tests (Reg Z, HOEPA, and Section 32 etc...)
- Fraud Detection Report (i.e. Fraudguard, Loansafe, Dataverify)
- Final lock confirmation (lender/borrower) to validate Loan the Loan Estimate/Compliance Test
- All initial disclosures/LE/COC/e-consent
- QM Compliance Test Results/Regulatory Compliance test results (i.e. Mavent (Compliance Ease)/ TRID test
- Homeownership Counseling Disclosure and Counselor list/Itemization Fee worksheet/Acknowledgement of Intent to Proceed Disclosure/Home Loan Toolkit
- MERS
- USPS address look up
- Flood cert
- FEMA web page screenshot

**INCOME DOCUMENTATION**

**W2 INCOME –2 YEARS VERIFICATION REQUIRED**

- Paystubs reviewed for variable hours, garnishments, borrower name and address
- Borrower employed by relative with large increase or ownership in company needs to be reviewed verbal
- Verification of employment (within 10 days of closing)

**SELF EMPLOYED –2 YEARS VERIFICATION REQUIRED**

- 1084 Form (AGI Method) Completed - should validate no declining income trend
- 2 years 1040 with all schedules and 4506 transcripts. 2 years business returns if ownership => 25%.
- Signed Ytd P&L and Balance Sheet (if most recent 1040's are older than 90 days old) self-employment verified through one of the 3 following methods
- CPA letter
- Regulatory or licensing agency
- Verifying a phone and address listing by using internet or directory assistance
- Other sources of income – check guidelines

**DISCLOSURES**

- Initial LE dated within 3 days of Initial Loan Application
- Right to receive an appraisal
- Right to receive an appraisal (ECO) for loans with APP date after Jan 10 2014
- Proof of how appraisal/valuations were sent to the borrower Initial signed --- Servicing Disclosure (within three business days of application date)
- Errors & Omissions disclosure
- Initial ARM disclosure (if applicable)
- HUD Charm Booklet (if applicable)

- Letter included with Charm Booklet stating when it was sent out to the borrower (if applicable)
- Initial Escrow disclosure (if applicable)
- Escrow waiver (if applicable)
- Amortization schedule
- Tax Information sheet
- Affiliated Business Disclosure & Anti-Steering Disclosure Executed 4506-t Request for Transcript
- Credit report Disclosure
- W9-Fully Executed
- Net Tangible Benefit (Rate &Term Refi's only)
- Applicable State Disclosures
- The Housing Financial Discrimination Act of 1997 Fair Lending Notice ( if Applicable)

**ASSET DOCUMENTATION**

- All pages – 2 months most recent concurrent statements/pension statements
- Large deposits over 25% of gross monthly income must have explanation and source documentation
- Terms of withdrawal for 401k retirement accounts if being used for closing costs or reserves
- Verify reserve requirements
- If self-employed, using business funds for closing or reserves – see guidelines for requirements
- Gift letter/evidence of transfer to borrower prior to closing (gift cannot be transferred at closing table)/evidence of donors ability

**PROPERTY DOCUMENTATION**

- Purchase contract/addendums/evidence of receipt of escrow deposit
- Preliminary title report --- verify vesting/property type
- Tax cert
- Plat map/survey or alta---9/12 mo chain of title
- No trust and POA combination. POA must be approved by CMG
- Condo warranty
- Hazard/flood/master insurance policy must cover total replacement cost to re-build or loan amount whichever is less Appraisal reviewed by CMG – allow 72 hours for review Appraisal: min 2 comps with similar room count, GLA sq. ft, max distance 2 miles unless rural
- Second full appraisal or Field review (if applicable)

**LEGAL PACKAGE**

- Certified** note/original allonge/**Certified** deed of trust/addendums or riders/legal description grant deed/recorded POA
- Bailee letter/wire instructions/if TCB – full page screenshot of warehouse now page
- Initial escrow disclosures/itemization of amount financed/TIL/service provider list
- Payoff demand/seller servicing history (if applicable)/first payment Letter/ all initial and revised Closing Disclosures
- Final** Closing Disclosure/Patriot Act Form/Service Provider
- Hazard insurance policy/flood insurance policy/evidence tax bill Notice of right to cancel/name affidavit
- For Jumbo only:** Notice of Right to cancel in these states: Delaware, New Jersey, Pennsylvania, the appropriate Right to cancel form is required. H---9 for refinances with the same creditor when additional funds are advanced, or H---8 for refinances with a different creditor
- Any and all applicable state or federal final signed disclosures
- All Final Disclosures
- Executed Final 1003
- Funding wire breakdown/Funding Worksheet
- Final Settlement Statement

**FLEX JUMBO 6400 SERIES**

- Hazard and Flood Insurance to show CMG as Loss Payee

