

# LOAN SUBMISSION FORM AND CHECKLIST

Important Submission Instructions
Please send this completed form and loan documentation to the ORVET Loan Program via secured e-mail at: <a href="mailto:Submissions.LOANS@odva.oregon.gov">Submissions.LOANS@odva.oregon.gov</a> . As an alternative, you may mail the documents to: ORVET Loan Program, 700 Summer Street Northeast, Salem, OR 97301-1285. You may also fax the required documentation to the ORVET Loan Program at 503-373-2393. <b>NOTE:</b> Please do not send submissions and/or conditions to any other ODVA e-mail address or via unsecured email. <b>Use the Submissions e-mail address only.</b>

BROKER INFORMATION	
Company Name	
Address	
Loan Officer	Processor
Phone	Phone
Email	Email

BORROWER INFORMATION	
Borrower	Borrower E-Mail
Co-Borrower	Co-Borrower E-Mail

PROPERTY INFORMATION				
Property Address				
City	County			
Zip	Year Built			
Property Type	<input type="checkbox"/> SFR	<input type="checkbox"/> PUD	<input type="checkbox"/> Condo	<input type="checkbox"/> Manufactured Home

LOAN INFORMATION				
ODVA Loan Number	Loan Purpose	<input type="checkbox"/> Purchase	<input type="checkbox"/> Refinance*	
Loan Amount	Term	<input type="checkbox"/> 15 yr	<input type="checkbox"/> 20 yr	<input type="checkbox"/> 30 yr
Value/Sales Price	Impounds	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Rate	Locked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Origination Fee	Mortgage Ins	<input type="checkbox"/> N/A	<input type="checkbox"/> Monthly	<input type="checkbox"/> Single**
Closing Date	Eligibility Established	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<small>* ODVA allows refinancing if the borrower(s) have been vested in title less than 18 months; construction payback 24 months.  ** ODVA allows single premiums paid at closing. ODVA does not allow financed single premiums.</small>				

DOCUMENTATION REQUIREMENTS		
ITEMS REQUIRED AT SUBMISSION: ODVA cannot accept files unless all of the documents on this list are included.		
<input type="checkbox"/> Loan Submission Form	<input type="checkbox"/> DU Findings (for loans requiring MI)	<input type="checkbox"/> 1008 – Loan Transmittal Summary
<input type="checkbox"/> Initial 1003 – Signed and Dated	<input type="checkbox"/> ODVA Addendum to Residential Loan Application	<input type="checkbox"/> Tri-Merge Credit Report
<input type="checkbox"/> Photo ID for All Borrowers	<input type="checkbox"/> Social Security Verification	<input type="checkbox"/> Sales Contract/Purchase Agreement
Income Documentation	Asset Documentation	Broker Disclosures
<input type="checkbox"/> 60 Days' Paystubs <input type="checkbox"/> Award Letter(s) <input type="checkbox"/> W-2s/1099s – Two Years <input type="checkbox"/> Tax Returns – Two Years	<input type="checkbox"/> Bank Statements – Two Months <input type="checkbox"/> Any Other Account Listed on the 1003 – Two Months	<input type="checkbox"/> Borrower Cert and Authorization <input type="checkbox"/> Mortgage Loan Orig Agreement <input type="checkbox"/> Anti Steering Disclosure <input type="checkbox"/> Right to Receive Appraisal <input type="checkbox"/> Homeownership Counseling Notice <input type="checkbox"/> Acknowledgement of Receipt of Homeownership Counseling Notice <input type="checkbox"/> Credit Report Disclosures <input type="checkbox"/> Patriot Act Disclosures

The following required items may follow your initial submission:
<input type="checkbox"/> Appraisal <input type="checkbox"/> Condo Questionnaire (if applicable) <input type="checkbox"/> Preliminary Title Report Listing ODVA as the Insured Lender <input type="checkbox"/> Copy of Earnest Money Deposit <input type="checkbox"/> CCRs (if applicable) <input type="checkbox"/> Hazard Insurance Binder Reflecting ODVA Loan Number and Mortgagee Clause <input type="checkbox"/> Condo Master Policy (if applicable) <input type="checkbox"/> Other Documents Related to Credit (Bankruptcy, Divorce Decree, Child Support, etc.) <input type="checkbox"/> Credit Explanations (if applicable) <input type="checkbox"/> Gift Letter(s) and Supporting Documentation (if applicable) <input type="checkbox"/> Tax Transcripts (for loans requiring MI)

<b>Loss Payee Clause:</b>  Oregon Department of Veterans Affairs P.O. Box 800099 Dallas, TX 75380
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