

USDA Submission Form

BROKER INFORMATION		TODAYS DATE:	EST. CLOSING DATE:
Loan Officer:	Processor name:	Contact Name:	
Company Name / ID #:	Processor E Mail:	Contact E Mail:	
Address:	Processor Phone:	Contact Phone:	
City/State:	Company Tax ID:		
Credit Vendor's Account Number:	Credit Vendor's Password:		

BORROWER INFORMATION			
Borrower #1:		Borrower #2:	
Property Address:		Borrower Primary E Mail:	
City:	State:	Zip:	
<b>Product Code:</b>	<b>Loan Amt:</b>	<b>Interest Rate:</b>	
<b>LTV/CLTV:</b>	<b>Sales Price/Value:</b>	<b>Lock Expiration:</b>	
<b>Loan Type:</b> <input type="checkbox"/> Purchase <input type="checkbox"/> Refinance (GRH to GRH only, no cash back)			
<b>Property Type:</b> <input type="checkbox"/> SFR <b>Loan Term:</b> <input type="checkbox"/> 30 year <b>Occupancy Status:</b> <input type="checkbox"/> Primary Residence			
<b>Escrow Waiver: not available</b>			

**Lender-Paid Compensation:**  **or Consumer-Paid Compensation:**

**Document Check List:** All documents should be fully executed. Missing or inaccurate documents will cause a delay in submission  
*Brokers are responsible for issuing the initial Good Faith Estimate and all required state and federal disclosures. TMS Funding will redisclose upon acceptance of a complete loan submission. The borrower cannot be charged any fees other than a credit report fee until the borrower receives their TIL from TMS Funding. If disclosures are sent via USPS, all other fees cannot be collected until the 4<sup>th</sup> business day.*

**All of the following are required for a full submission package. Incomplete submissions will not be reviewed by underwriting.**

- TMS Funding Forms – available on [www.tmsfunding.com](http://www.tmsfunding.com) "FORMS"
  - USDA Loan Submission Form
  - Broker Certification
  - Signed and Dated IRS Form 4506-T, must be typed
- Complete Initial Typed 1003- signed by loan officer and borrower if taken "face to face" and complete government monitoring section.
- Initial Good Faith Estimate (include Settlement Service Provider List)
- GFE Itemization
- Current GFE and Change Circumstance form if changes have occurred prior to loan submission
- Borrowers Cert and Authorization
- Tri Merge Credit Report within 90 days of application date
- LDP/GSA printouts for all participants
- USDA Rural Development Website screen print confirming subject property eligibility
- FNMA 1008 Transmittal Summary
- Income Documentation (full doc):
  - Salaried: Full, written VOE or 30 days paystubs with YTD, two years W-2s, and verbal VOE
  - LOEs required for employment gaps over 30 days
  - Self Employed/Commissioned/Use of Rental Income: Copies of the two most recent years 1040's with all schedules attached, signed and dated by borrowers and YTD Profit and Loss statement
  - Documentation to support sources of income other than salaried or self-employed income
- Asset Documentation if cash to close is > 2% - Bank Statements must have all pages and explanations for large deposits:
  - 2 months Bank statements or;
  - VOD (must accompany 1 month current bank statement) or;
  - Gift letter or;
  - Retirement funds.
- Purchase contract (if applicable): Must have current date (not expired), include all addendums
- Completed and Signed USDA Forms:
  - Request for Single Family Housing Loan Guarantee (RD 1980-21)
- Broker federal and state disclosure package (will not hold up loan from going to UW)
- Cover letter (recommended, not required)

Note: when ordering appraisal, ensure appraisal conforms to FHA appraisal guidelines. DO NOT order an FHA case number