NON-DELEGATED JUMBO INITIAL SUBMISSION MINIMUM DOCUMENT CHECKLIST

Gateway CORRESPONDENT LENDING

All items noted below must be imaged as a full size, legible document and uploaded into the GEMS Portal for the initial submission, along with this checklist. Missing documentation may delay the loan from receiving a credit decision. Additional Documentation may be required based on specific loan program requirements.

Borrower	**Gateway Loan #**
Client Name	**Contact Name**
Contact Email	**Contact Phone #**

Steps

	Step 1: Import Final MISMO 3.4 Data file into GEMS. Complete ALL sections of URLA in GEMS.
	Step 2: Upload Initial Submission Documents to GEMS (see below), including this completed checklist.
	Step 3: Change status to "Submitted to Gateway" in GEMS.

Initial Submission Documentation – All Products Required Minimum Documentation

	Initial URLA completed in full & signed by Borrower(s) & Loan Officer. Must have all sections completed including Borrower's information and Lenders Loan Information.
	Income: W2 income -1 paystub within 30 days of application, 2 years W2s or WVOEs. Self Employed Income - 2 years personal and business tax returns including all schedules. Current P&L reviewed by CPA or 3rd party.
	Credit Report & Supplements: Including Bankruptcy, Foreclosure, Deed-In-Lieu documentation as applicable. Credit reports should be valid for a minimum of 30 days at the time of submission for underwriting
	Assets: Minimum 2 months statements for each account. See Matrix Section of Product Description to verify minimum number months reserves required. Liquidation of stocks or retirement required.
	Fully executed Purchase Agreement including all Addendums on purchase transactions.
	Appraisal(s): Full Interior\Exterior with color photos. If the loan amount is > $2.0MM, 2 appraisals are required (both must be provided at initial submission).
	Condominium: Full Condo Review Questionnaire, HOA Annual Budget, Master Policy, Flood Insurance if applicable.
	Tax Certification: New Construction will require estimated tax calculation based on 100% value and do not use any exemptions. Existing property can use tax information from the tax assessor.
	Flood Certification: Only Corelogic Flood Certs, will be accepted. All other certifications will have a new Flood Certificate pulled by Gateway.
	Homeowners Insurance & Flood Insurance (if applicable): Mortgagee Clause to be updated per Client Guide. If 30 days or less remaining on policy will require renewal policy.
	VOR/VOM: Required for ALL mortgages
	REO properties: Must have current Mortgage statement and copies of Tax, Hazard and HOA docs as required.
	Initial Disclosures: Loan Estimate, Change of Circumstance, Intent to Proceed, Rate Lock Agreement, Borrower Authorization to Release Information, Homeownership Counseling List, Home Loan Tool Kit, and all compliance regulatory and state specific disclosures.

** Failure to provide any of the above documentation will result in an automatic return of your file. Loan will be placed back to New File Status until everything above is received.