

Loan Application & Approval Checklist

Pre-Application & Initial Assessment

Tasks completed before the formal application is submitted, including initial contact and eligibility checks.

Loan Type Interest

- Purchase
- Refinance
- Construction
- Home Equity Loan
- Home Equity Line of Credit

Estimated Credit Score Range

Property Occupancy

- Primary Residence
- Second Home
- Investment Property

Briefly describe your financial goals

Desired Closing Date

Enter date...

First Time Home Buyer?

Yes

No

Application Submission & Verification

Gathering and submitting the loan application and verifying provided information.

Borrower Full Name

Write something...

Social Security Number (SSN)

Enter a number...

Property Address

Write something...

Loan Type (e.g., Conventional, FHA, VA)

- Conventional
- FHA
- VA
- USDA
- Jumbo

Date of Birth

Enter date...

Copy of Government-Issued Photo ID (e.g., Driver's License, Passport)

 Upload File

Marital Status

Write something...

Estimated Annual Income

Enter a number...

Credit & Income Documentation

Collection and verification of financial documents to assess creditworthiness and ability to repay.

Pay Stubs (Last 30 days)

 Upload File

W-2 Forms (Last 2 years)

 Upload File

Gross Monthly Income

Enter a number...

Net Monthly Income

Enter a number...

Description of Self-Employment Income (if applicable)

Write something...

Tax Returns (Last 2 years - Federal & State)

 Upload File

Employment Status

- Employed
- Self-Employed
- Retired
- Unemployed

Date of Last Pay Stub

Enter date...

Asset Verification

Documenting and confirming the applicant's assets.

Bank Statements (Last 3 Months)

 Upload File

Value of Investment Accounts

Enter a number...

Brokerage Account Statements

 Upload File

Value of Retirement Accounts (401k, IRA)

Enter a number...


Description of Other Assets (e.g., Vehicles, Collectibles)

Write something...

Estimated Value of Other Assets

Enter a number...

Gift Letter (if applicable)

 Upload File

Type of Asset Ownership (Sole, Joint, Trust)

- Sole
- Joint
- Trust

Property Evaluation & Appraisal

Tasks related to assessing the value and condition of the property.

Property Appraisal Report

 Upload File

Appraised Value

Enter a number...

Estimated Market Value

Enter a number...

Property Condition (Overall)


- Excellent
- Good
- Fair
- Poor

Property Condition Notes (Detailed)

Write something...

Zoning Classification

Survey/Plat Map (if available)

 Upload File

Appraisal Date

Enter date...

Environmental Concerns/Disclosures (if applicable)

Write something...

Underwriting & Loan Processing

Detailed review and analysis of the loan application by the underwriter.

Underwriter's Narrative Analysis

Write something...

Loan-to-Value (LTV) Ratio

Enter a number...

Debt-to-Income (DTI) Ratio

Enter a number...

Property Type Suitability

- Single Family Residence
- Condominium
- Townhouse
- Multi-Family
- Other

Automated Underwriting System (AUS) Result

- Approved
- Referral
- Manual Review Required

Supporting Documentation (e.g., appraisal review, income verification)

 Upload File

Date of Underwriting Review

Enter date...

Underwriter's Comments & Justifications

Write something...

Loan Approval & Commitment

Formal approval of the loan and issuance of a commitment letter.

Loan Committee Review Required?

Yes

No

Loan Committee Approval Score (if applicable)

Enter a number...

Loan Committee Notes/Concerns (if applicable)

Write something...

Date of Loan Committee Approval

Enter date...

Preliminary Exception Review Completed?

Yes

No

Exception Notes (if applicable)

Write something...

Date of Commitment Letter Issued

Enter date...

Commitment Letter - Uploaded Document

 Upload File

Conditions Met?

All

Some

None

Condition Notes (if applicable)

Write something...

Closing & Funding

Final steps before and during the loan closing process.

Scheduled Closing Date

Enter date...


Closing Disclosure Received by Borrower?

Write something...

Closing Disclosure Review Status

- Reviewed & Approved
- Reviewed & Questions
- Not Yet Reviewed

Closing Disclosure Document

 Upload File

Total Closing Costs

Enter a number...

Notes/Comments Regarding Closing

Write something...

Borrower Signature

Lender Representative Signature

Funds Source Verification

Verified

Pending

Post-Closing & Servicing

Tasks performed after the loan is funded and during the servicing period.

First Payment Due Date

Servicer Assigned

Servicer A

Servicer B

Servicer C

Loan Balance (Post-Closing)

Notes from Closing (e.g., escrow instructions)

Escrow Account Established?

Yes

No

Date of First Escrow Payment

Enter date...

Any post-closing communication with borrower (record details)

Write something...