



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...