



## Instructions for Loan Documentation Completion

### General Information

**File Naming:** Files should be saved according to the number and name on the checklist. For example, if you are submitting the Initial 1003 Loan Application, the form should be saved by the name: 2- Initial 1003 Loan Application or 2-Loan Application or use the naming format you prefer and simply add a 2 at the beginning. This allows time to be spent reviewing documents more quickly (and get agents paid more quickly), rather than trying to identify and sort documents.

If you are combining several forms together in one pdf, and they are separate numbers on the checklist, then please include all the numbers in the naming. For example, if you are submitting the Equal Opportunity Act Disclosure and the Credit Score Information Disclosure together in one document, the form should be saved by the name: 27 and 28- Disclosures or use the naming format you prefer and simply add a 27 and 28 at the beginning.

**Checklist:** The checklist should be used to identify what forms are applicable to the file and included with it. If a document is not applicable, please mark the N/A box for that document. **All of the documents on the checklist should be included in the file, unless they are not applicable to the transaction.** For example, if the transaction is not a correspondent loan, item #4 & 5 on the checklist would be marked N/A. Or if it's not a purchase loan, #6 on the checklist would be marked N/A. The N/A box is not to be used simply to not include a document in the file.

**File Submission:** We are trying to be electronic as much as possible to save room and the environment. Consequently, the preferred methods of file submission are electronically by email, Dropbox, box.com (only \$5 a month!) or a similar file sharing system, memory stick, or CD. However, we will also accept paper files as long as they are organized in the order of the checklist.

**Electronic Forms:** All of our forms are now available on our website, and are fillable electronically! To be able to fill them electronically, simply click on the form you want from our website, save it your computer, and open the document from your computer. The form is now fillable!

### Instructions

From our website, on the Loan Information page, obtain the Loan Checklist. The checklist should be used to identify what forms are applicable to the file and included with it. If a document on the checklist is not applicable to the deal, please mark the N/A box for that form.

From our website, on the Loan Information page, obtain the Excel Loan Commission Summary Form for the appropriate loan type, either Banking or Wholesale. Complete the form and submit to the Executive Assistant **at least three days** before the funding of the loan.



## **Instructions for Loan Documentation Completion cont'd**

Upon taking a loan application from a potential borrower you must complete the following documents (for items with an \* you must provide this information to the potential borrower(s) within 3 days of taking the loan application):

1. Initial loan application 1003
2. Borrower's and co-borrower's authorized signature
3. Loan Estimate (LE)- if correspondent\*
4. Closing Disclosures (CD)- if correspondent
5. Special Information Booklet- if purchase loan\*

Within three days of the loan funding, deliver the completed file to the Executive Assistant. Files should be submitted by the naming instructions above. If they are not, files will be returned. Files will also be returned if they are illegible, or missing information or signatures. **Commissions will not be paid until the Executive Assistant has the complete correct file.**

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