



CTU Loan submission steps

Step 1. Have the buyer complete the **loan application (1003)** – highlighted areas only. Be sure to check it over to ensure all highlighted fields are filled in. If less than 2 years in current job, or residence, they need to put the previous one in also. Please ensure the declarations in block 8 are filled in appropriately and check them to ensure there isn't a deal breaker like an on-going bankruptcy or foreclosure. Also, check to see if they have any pending judgements.

Step 2. Have them sign the **borrower's authorization form** so that we can pull their credit. You might ask them how much debt is on their credit report and let them know we will be pulling it. Common problems are "Deferred/Defaulted student loan debt" (requires 1% of balance against DTI). Also, currently delinquent accounts must be brought current to qualify for a loan.

Step 3. Use the **submission sheet**, the **FAQ** and the **Income Categories** sheets to determine what income docs the buyer needs to give you, based on how they make their money.

Step 4. Complete the **Excel spreadsheet** listing the **terms of the transaction** (purchase price, loan amount, interest rate and number of years) and we will underwrite it. If you have special details such as balloon payment or other unique wishes, please contact us to discuss the specifics. Please ensure you indicate the name, e-mail and company name of who you want us to invoice for this transaction.

Step 5. Email the entire package to: max-n-michelle@calltheunderwriter.com and ensure we have good contact data for you or your transaction manager. We will contact you back as soon as we open the file.

***Note:** We will invoice you \$119 before beginning the processing, data entry and credit pull. Then, after performing the entire underwrite, we will invoice you an additional \$380, only if your borrower meets requirements.

Thanks, and let us know if you have any questions.
Max: (406) 750-3770