



Checklist

This checklist can be used as a tool to help you package your file for processing.

Fax or Email Processing Submission Form

Email Calyx Point File or Encompass Fannie Mae File to news submission@rushprocessing.com

Overnight the following

1. Complete and Signed 1003 (handwritten or computer generated)
2. Credit Report
3. Signed Original Disclosures (Including 4506, if applicable)
4. Borrower's signed authorization to request supporting documents.
5. Good Faith Estimate or Closing Cost Summary
6. Current Mortgage Information including Loan Number.
7. Homeowners Insurance Information
8. One (1) month most recent paystubs (for Full Doc submission)
9. 2 years W- 2's (for Full Doc submission)
10. 2 months Bank Statements

When Applicable, include as necessary:

Fully Executed sales contract (if purchase)
Purchase Contract and all Counters and addendums (if applicable)
Copy of Note (s) and Deed (s) of Trust (if FHA refinance)
2 years Income Tax Returns (if self-employed or claims investment income)
Divorce decrees and Child Support orders (will need 3 months Bank Statements to evidence receipt of alimony or child support)
Trust agreements and evidence to support receipt of such
Award letters for retirement income or Social Security Benefits
Rental agreements

Rush Loan Processing

www.rushprocessing.com email: info@rushprocessing.com

Ph. 949-888-8225 Fax 949-888-6881
8 Salinger Ct. Trabuco Canyon, CA 92679