



PROCESSING CHECKLIST

The following information should be included in each loan package submitted to Absolute Mortgage Processing, LLC.

You can either **email** processing docs to submissions@absoluteprocessing.com or **fax** them to **800-948-3153**.

All submissions should include the following items

- Processing submission form
- AUS Findings or Lender Pre-Qual.
- Completed and signed 1003 and 1008
- Completed and signed Good Faith Estimate
- Completed and signed TIL
- Completed and signed disclosures
- Credit Report
- Pay stubs for all borrowers
- Last 2 years W2's for all borrowers
- Last 2 months bank statements for checking, savings, and any other asset accounts you wish to use to qualify
- Homeowner's insurance information
- Copy of Driver's license

Additional information as applicable:

- Earnest money agreement
- VA certificate of eligibility
- Award letters and most recent check for Social Security, military, retirement, or other benefits
- 2 Years Business License or CPA letter
- Last 2 years signed tax return
- Current P and L Statement
- Divorce Decree and/or Child Support documentation

Please do not feel you have to have all items prior to submission. We can start the process even if missing some of the documentation. Your assigned processor will review your file and coordinate with you on collecting the items still needed. However, remember **TIME IS OF THE ESSENCE!**