

# GLOBE ITIN Submission Checklist

Our Loss Payee	Title Requirement Highlights
STG Mortgage Inc. ISAOA/ATIMA 2401 East Katella Avenue, Suite 550 Anaheim, CA 92806	<ul style="list-style-type: none"> <li>Transaction Specific Closing Protection Letter</li> <li>Wiring Instructions on Agent's Letterhead</li> <li>Title Commitment within 60 days of funding</li> <li>24 month chain of Title</li> <li>Copy of plat map/plat survey</li> <li>Alta 8.1 &amp; Alta 9 required on all loans</li> </ul>

## TRANSACTION REQUIREMENTS

- Primary Residence Only
- Purchase or Rate & Term Only

Documentation listed below should be provided for borrower, co-borrower and if applicable, non-occupant co-borrower.

- Unexpired government issued photo ID (DOB ON ID, 1003, and Credit must all match)
- Page 1 of the letter from the IRS confirming ITIN is assigned to borrower and issued prior to loan application

## SALES CONTRACT

- Signed and date unexpired purchase contract (all pages & executed addendums, if applicable)

## ASSET DOCUMENTATION

- Most recent 3 months consecutive bank statements (all pages) to cover funds to close
- Access letter if accounts are joint with a non-borrowing spouse
- When using business assets – CPA prepared letter indicating if withdraw of funds will have an impact on business, and all funds deposited are confirmed to be business related.
- Gift Funds – From family member
  - Minimum borrower contribution of 10% required to utilize gift funds.
  - Letter with repayment terms signed by the donor
  - Donor bank statements evidencing ability to donate
  - Funds already gifted – evidence of withdraw from donors account and evidence funds deposited into borrowers account
- If applicable – most recent (3 months or quarterly statements) retirement accounts

## CREDIT DOCUMENTATION

- Credit report dated within 45 days of application - Min 640 FICO required
- Trade lines: 2 open/active accounts reporting for 24 mo. or 3 open/active accounts reporting for 12 mo. on the Credit report.
  - OR** Traditional and/or Non-Traditional tradelines open/active for a min of 12 months may be used.
- Non-tradition credit tradelines reported with payment history on supplemental credit report and verified by vendor
- Housing History – supplemented on the credit report. No more than 0x30x12 or 1x30x24 and 0x60x24
- Installment or Revolving accounts no more than 0x30x12 or 2x30x24 or 1x60x24

Letter of Explanation from borrower for any late payments, if applicable.

**DOCUMENTATION TYPE:**  FULL DOCUMENTATION **OR**  BANK STATEMENT

### FULL DOCUMENTATION

#### Wage Earners:

- 2 Years W2's
- Most recent 30-day paystubs with YTD income
- Most recent 2 years tax returns and all schedules.
  - If applicable, copies of extensions filed.
- WVOE or The Work Number with YTD earnings

#### Self-Employed:

- Most recent 2 years personal and business tax returns and all schedules
- CPA prepared YTD Profit and Loss signed by the preparer
- Business bank statements covering the last 2 months of the Profit and Loss

### BANK STATEMENTS

- Evidence 2 years business existence
- Most recent 12 months personal or business bank statements – one account only
- Business Narrative Form- [Click Here](#)

STG MORTGAGE FEES						
Fee Name	State	Conventional & Jumbo	Government (FHA/VA)	Streamlines (FHA/VA)	Non-QM STAR	HELOC
Tax Service	All States	\$70	\$0	\$0	\$70	\$0
Flood Cert	All States	\$8	\$8	\$8	\$8	\$0
Attorney Review Fee	TX	\$200	\$200	\$200	\$200	\$0
Underwriting Fee	CA, HI, NV, OR	\$1145	\$1125	\$595	\$1145	\$595
Admin Fee	WA	\$1145	\$1125	\$595	\$1145	\$595
Application Fee	NC, NJ	\$1145	\$1045	\$595	\$1145	\$595
Admin Fee	GA	\$1145	\$1045	\$595	\$1145	\$595
Loan Origination	IA	\$1145	\$1045	\$595	\$1145	\$595
Underwriting Fee	All Others	\$1145	\$1045	\$595	\$1145	\$595