



## Special Purpose

### Private Money Loan Initial Submission Checklist

We look to you for assistance in providing the following for initial submission.

- ALG Loan Submission Form ( Available at [www.mylenderalg.com](http://www.mylenderalg.com) in the Broker Resource Center )
- SS89 Form: ( Available in the Broker Resource Center ) (Please fill out complete & have borrower wet sign only)
- Complete 1003 ( Please submit in Fannie Mae 3.2 Format )
- Copy of Drivers Lic, U.S. Government ID Card, Matricula Consular ID, or Passport.
- Copy of Social Security Card or ITIN CARD.
- Copy of credit report (All Pages)
- Can the property be used for multi-purpose per current zoning?
- \* If the property is (or will be) in the name of an LLC, Corporation, Trust, Estate, etc. then we will need all documents pertaining to that entity (EIN #, Articles of Incorporation). ( The loan application package needs to be completed by the person who will be signing for the entity.)
- Copy of the borrower's most recent first page only of 1040 or 1120 tax return
- Please include a copy of the appraisal ( If available )

If this is a purchase please provide the following:

- Clear copy of the fully executed purchase agreement
- Please fill out the Rent Roll Form ( See attached below )
- What is the future use of the property? ( Please provide if different information than what is on the rent roll form )

For Refinance Loans:

- Please provide a clear copy of most recent mortgage statement
- Clear copy of current homeowners insurance
- Please Identify in the 1003 which accounts, charge-offs, collections, judgments and/or liens are to be paid through escrow.
- Letter of explanation for cash-out
- Please fill out the Rent Roll Form ( See attached below )

**PLEASE UPLOAD DOCUMENTATION TO OUR SECURE DOCUMENT MANAGEMENT SYSTEM IN THE BROKER PORTAL**

. \*Upon receipt, the file will be reviewed and any missing items will be requested. Incomplete files will not be submitted for approval. \*Once the file is approved, An updated conditions list will be emailed with any outstanding conditions. Our approval is subject to the information presented on the Initial submission. Should the final package be different than the Initial submission, your loan terms, rate and approval might differ.

[mylenderalg.com](http://mylenderalg.com) , Email: [brokersarebetter@mylenderalg.com](mailto:brokersarebetter@mylenderalg.com), Phone # 661-489-5363, NMLS: 1563471 DRE: 02022124