



Investment Submission Checklist

- Investment Submission Sheet:** [NextUs Investment Forms Page](#)
- 1003** signed by loan officer only (3.2 to upload)
- Credit Report:** *3 tradelines reporting for 12+ months or 2 tradelines reporting for 24+ months all with activity in the last 12 months*
- Borrowers Authorization:** Dated before the credit report.
- Broker Fee sheet**
- Income** documentation for requested doc type
- DSCR Only:** Copy of lease for subject property
- Reserves:** 2 months banks statements
(6 mo. 200K to 1 Mil) (9 mo. >1 Mil.to 1.5 Mil) (12 mo. >1.5 Mil to 2 mil.)
- Mortgage Statement:** for subject property and for any addition properties owned
(if not impounded provide tax and ins.)
- Sales Contract:** fully executed sales contract (purchase only)
- VOR** --- Provide Verification of Rent from landlord or property manager if there is no mortgage on credit report. (If private party need 12 months cancelled checks)
- Processing Invoice:** (3rd party only)
- LOE:** of circumstances if necessary.
(Provide explanation of any unusual or complicated situations)

Other Common Conditions

- Identification:** Provide copy of photo ID.
- Inquiries:** Borrower(s) to explain credit inquiries:
- Mortgage Histories:** Provide updated mortgage histories for all mortgages through funding.
- Funds to Close:** Document the Source of all funds needed to close.
- Business Ownership:**
 1. Verify the borrower's percentage of ownership in the business.
 2. Verify 2 years of self-employment in same business.
 3. Verify existence of business within 30 days of the note date.
- Insurance:** Provide evidence of with sufficient coverage, along with paid receipt or balance due for annual premium.
- Escrow Instructions:** Provide escrow instructions; must include all amendments with proposed vesting, lender, loan, amount, rate and term.
- Title:** Preliminary Title Report/Title Commitment Together with a 24 Month Chain of Title, must include Lender, proposed loan amount, plat map/survey, tax cert, E&O Ins.