

DSCR Loan Submission Checklist



A Division of Cliffco, Inc.

Borrower Name: _____

Loan Number: _____

Subject Property Address: _____

The items listed below are required for the loan registration.

Mandatory General Documents

- Broker Fee Agreement
- Purchase Contract - Signed by all parties w/ALL attachments/addendums & Copy of Cancelled EMD Check. (if a purchase)

Mandatory Credit Documents

- Credit Report
 - Clout WMB – Credit Report Authorization Form (required only if credit is not ordered through an Xactus Company)
- Complete & legible copies of current lease(s) for subject property & evidence of rent receipt. (if a refinance)
- Supporting documentation for rental amount used for qualification.
 - Appraisal comparable rent schedule/rent estimator/Rentometer printout, etc.
- Appraisal Payment Credit Card Authorization Form
- Clout Broker Portal completed 1003 & DSCR PDF Addendum
 - OR fully completed DSCR PDF Application
- Evidence of Primary Housing History (OX30X12)
- If taking title in a corporate entity
 - Operating agreement (or equivalent)
 - SS4 form (EIN number from the IRS)
 - Department of State Filing Receipt
- Drivers License or unexpired state issued ID

NOTE THAT IF AN ACCEPTABLE APPRAISAL IS NOT BEING TRANSFERRED TO CLOUT WMB,
ONE WILL BE ORDERED