



## Correspondent Closed Loan Checklist

Send Original Note to:  
 Axos Bank™  
 4795 Eastgate Mall Drive, Suite 200  
 San Diego, CA 92121  
 Attention: SFR Lending  
 (Include Bailee letter/Wire instructions)

Borrower: \_\_\_\_\_ Lender Name: \_\_\_\_\_

**Please NOTE:**

**DO NOT** upload conditions that have already been satisfied.

Upload loan documents under the condition: "Copy of Correspondent s signed closing docs"

**Note: Docs must be drawn using a Axos Bank approved vendor: Doc Magic, IDS, Docutech or EllieMae**

1.	<p><b><u>Correspondent – Compliance Audits from Document Provider:</u></b>          Reg Z, HPML, State High Cost, FNMA (Pts and Fees), FHMLC (Pts and Fees) results from your Document Provider or Compliance Vendor showing loan is in compliance with all applicable regulations.</p>
2.	<p><b><u>Correspondent – Initial, Docs and Final CD:</u></b> All Closing disclosures for subject loan and change of circumstance form (if applicable)</p>
3.	<p><b><u>Correspondent – Loan Estimate</u></b>          Provide all LE’s and subsequent re-disclosed LE’s with corresponding Change of Circumstance forms. If APR increased by more than .125 please provide evidence of 3-day wait prior to closing.</p>
4.	<p><b><u>Correspondent – Hazard Insurance Declaration</u></b>          Hazard Insurance declaration page showing adequate coverage, premium amount, agent's name and phone number, loan number and lenders mortgagee clause.</p>
5.	<p><b><u>Correspondent – Initial Disclosures (If not initially provided)</u></b>          Initial executed disclosures that were provided to borrower to include : Borrowers Authorization, Intent to Proceed, Settlement Services Providers, 4506T, Credit Score disclosure and matrix, Appraisal disclosure, Equal Credit, Servicing disclosure, ARM disclosure, Charm Booklet, Home Ownership Counseling Notice, Right to Receive Appraisal, Privacy Disclosure, Patriot Act Disclosure and all state required disclosures. Purchases require "Your Home Toolkit" disclosure. Disclosures must be dated within 3 days of application and executed by the borrower.</p>
6.	<p>Evidence of mortgagee change to Axos Bank for any hazard/flood policies. Need copy of letter addressed to insurance company. Bofl loan # and mortgagee clause to read: Axos Bank, Its Successors and/or Assigns, P O Box 401420, Las Vegas, NV 89140</p>
7.	<p><b><u>Correspondent – Signed Closing Docs</u></b>          Provide all Signed documents executed and dated – <b>see attached Stacking Order</b></p>
8.	<p><b><u>Correspondent – VOE</u></b>          For salaried borrowers, VOE to be completed by lender no sooner than 10 days prior to closing. All information to be verified with HR or payroll dept. For self-employed borrowers, VOE to be completed no sooner than 30 days prior to closing. All information to be verified with a third party.</p>
9.	<p><b><u>LDP/GSA clearance</u></b> for originator, borrowers, borrower’s realtor, borrower’s realtor company, seller’s realtor and company, appraisers and companies, Title and Escrow. Attach screen shots from HUD.Gov and Sam.gov</p>

## Document Stacking Order

1. [ ] Note
2. [ ] Addendums
3. [ ] MERS Deed of Trust/Mortgage
4. [ ] Riders
5. [ ] Prepay Addendum and Rider( investment properties) exclude NJ and OR
6. [ ] Closing Instructions
7. [ ] ARM Disclosure
8. [ ] Borrowers Certification and Authorization
9. [ ] Hazard Insurance and Authorization Requirements
10. [ ] 4506T – Request for Transcript of Tax Return
11. [ ] W9 – Payers Request for Taxpayers ID
12. [ ] Acknowledgment of Receipt of Appraisal Report
13. [ ] Compliance Agreement
14. [ ] Federal Equal Credit Opportunity Act (ECOA)
15. [ ] Identity Affidavit or Patriot Act
16. [ ] Impound Disclosure or waiver
17. [ ] Initial Escrow Account Disclosure Statement(If applicable)
18. [ ] Loan Quality Initiative Disclosure
19. [ ] Notice Concerning Furnishing Negative Information
20. [ ] Notice of Right to Cancel – Model H-8 (If applicable)
21. [ ] Occupancy and Financial Status Affidavit
22. [ ] Payment Letter to Borrower
23. [ ] Servicing Disclosure Statement
24. [ ] Signature Affidavit and AKA statements
25. [ ] Social Security Administration Authorization for the SSA
26. [ ] Statement of Borrowers Benefits
27. [ ] Tax Record Info Sheet
28. [ ] Credit Score disclosure
29. [ ] Evidence of Joint application(If applicable)
30. [ ] Bonafide Discount disclosure
31. [ ] Privacy Disclosure
32. [ ] CA loans require CA Per Diem disclosure
33. [ ] Notice of Servicing Transfer
34. [ ] Hardship letter if first payment is less than 30 days
35. [ ] Foreign National loans require a W8 form
36. [ ] Specific State disclosures
37. [ ] Closing instructions

Effective 10.01.2018