

PAC to Processing Help Guide Checklist

Borrower

Loan #

LO

Appraisals

- Is there anything that will delay the appraisal from being ordered?
- Repairs?
- Funds to pay for appraisal?
- Is it being invoiced and do you have approval for this?

Notes

Confirm Marital Status

- Divorces, child support, anything along those lines & all pages of these documents?
- If so, has documentation been provided to confirm any liabilities, payouts etc?
- Do we have info in octane for spouse or whoever else is going to be on title?
Specifically their name and email.

Notes

Bankruptcy History

- Active BK / BK Discharged in the last 2 years?
- If active, do we have an ETA on when the Court/trustee approval will be requested and returned?
- Mtg included in BK or not?
- Mtg reporting on credit and current if NOT in the BK?
- Do we need a VOM from the lender directly?

- If BK was in the last 2 years whether active or discharged - are all items provided i.e. BK LOX, BK Docs, BK Pay history / paid as agreed letter - was this reviewed with Brandon as necessary?
- Are the borrowers aware about needing reserves?

Notes

Private Lender

- If so, Copy of the Note.
- Contact information for private lender.
- Have you reached out to Tierra to order the VOM?

Notes

Title

- Any title concerns?
- Anyone needing to be added or removed off title per borrower request?
- If anyone is being added, do you have their SSN and DOB for title search? Email as well per Confirm Marital Status.
- If anyone is being removed, are they going to be available to sign their portion of the deed?
- Is someone deceased that is on title? Need Death Cert at pac!
- Is the property still in probate or has it been completed?
- Obtain all probate documentation to clear title.
- WE DO NOT ORDER APPRAISALS WHERE PROPERTIES ARE IN PROBATE!

Notes

Homeowners Insurance

- Do you have all pages of the policy to review coverages, if its replacement cost etc?
If not, do you have a contact to reach out to, for us to request this info?
- Do we need to request quotes for HOI?
- Do they have current HOI?

Notes

Pay Stubs

- Do we have a full month?
- Are the hours showing as 40 or more?
- If not we will need to average their income.
Note: If borrower is usually 40hrs/week and for some reason had a short week or pay period, see if they can get us 30 days of stubs that reflect 40 to avoid having to average vs using full 40 hours a week. Let us know if this applies.

Notes

Social Security / Pension

- Social Security: Current 2025 award letters.
- Pension: do we have a current award letter to verify amount, term of receipt, etc?
- If receiving SSI income in the borrower's name for someone else - will need information/documentation about this. Who is this person? If it is their child will need a birth certificate.

Notes

Additional Info / Unique to this loan / things processor should know