

# SUBMISSION FORM

Brokerage		Brokerage Address	
Loan Officer	Email	Processor	Email
Telephone (     )	LO Cell Phone (     )	Processor Phone (     )	Fax (     )
Borrower		Loan Amount \$	FICO
Property Address			
Total Cost \$	Appraisal Value \$	Cash to Close \$	LTV/LTC (Loan to Value/Loan to Cost) %
Property Type	Term Months	Build Type <input type="radio"/> Contractor <input type="radio"/> Owner Builder	Title to Lot - Own Outright? <input type="radio"/> Yes <input type="radio"/> No

## CHECKLIST

### REQUIREMENTS for 2TC

- 1 Submission Form
- 2 Broker Fee Sheet
- 3 Cost to Build Worksheet
- 4 1003
- 5 1008
- 6 Long-term Approval (LP or DU)
- 7 Credit Report
- 8 FULL DOC - Employment Docs
- 9 Asset Documentation
- 10 \$400 Check to CCS Loans, Inc so CCS Loans can order the Appraisal
- 11 Purchase Agreement/Hud for Lot
- 12 Cost Breakdown
- 13 Signed Disclosures
- 14 Copies of Photo ID
- 15 Set of Plans
- 16 Contract Borrower/Builder
- 17 Contractor's License
- 18 Hazard Insurance (Course of Construction)
- 19 Builder General Liability Insurance
- 20 Builder Worker's Comp Insurance
- 21 Builder Questionnaire

### FULL DOC - Income Documentation

#### In ADDITION to "Requirements"

- 1 30 Days Paystubs or VOE Plus Two Years W-2s
- 2 Tax Returns Required if Self-Employed

### OWNER/BUILDER

#### In ADDITION to "Requirements" 1-15

- 1 Hazard Insurance with \$300,000 Personal Liability Insurance
- 2 Owner/Builder Letter

### Mortgagee Clause

CCS Loans, Inc  
Its successors and/or assigns  
3557 West 9800 South STE 250  
South Jordan, UT 84095



893 Baxter Drive  
South Jordan, UT 84095  
Phone: 801-826-4848  
Fax: 801-838-7707