



**Primary Residential Mortgage, Inc.**

**CONVENTIONAL PURCHASE**

Borrower Name

Marketing Rep

Desired Loan Amount

AUS System

Fannie-DU

Freddie-LP

**Borrower Documentation Needed**

- Clear Copies of Drivers License
- Realtor Contact Info
- Signed Purchase Agreement
- Property Type (Check Guides)
- Copy of Earnest Money Check
- Homeowners Agent Info
- HOA Yearly Dues [Link](#)
- Asset Statements (60 Days, ALL Pages)
- Joint Access Letter [Form](#)
- Check for Large Deposits (see definitions) [Form](#)
- Two Years W-2's (see findings)
- 30 Days of Paystubs [Income Calc](#)
- SSA/Pension/VA Awards Letter
- Student Loan Payment Letters
- Credit Inquiry Letter [Link](#)
- BK Paperwork (if Applicable) [Link](#)

- Sheriffs Deed (if Applicable) [Link](#)
- Child Support
  - Child Support Order
  - Proof of Receipt (6 Months)
  - Kids Birth Certificates
- Rental Properties
  - Leases
  - Total Rentals owned (FNM<9,LP<5)
  - 1038 Rental Calc (Sched E) [Calculator](#)

**Definition of Large Deposit**

If aggregate total of ALL Non-Payroll deposits equals more than 50% of monthly income, the total of all random bank deposits must be sourced or will be subtracted from available balance.

Letter of Explanation [Form](#)

**Student Loan Payments**

For Conventional Loans, the amount showing on the bureau can be used with a IDR Letter to support payment. If in deferment or reporting a zero payment must obtain IDR Letter, use 1% factor OR calculate payment using calculator attached.

Guideline [Link](#)       Loan Repayment [Calculator](#)

**Collections and Charge offs**

Follow AUS Findings for SFR; O/O not required to be paid off. 2+ units, Second Homes and NOO see guidelines

Collections Balance

**Gift Funds for Downpayment**

Gift Donor Information Form

Name

Relationship

Cancelled Check

Proof of Deposit to Borrowers Account

Donor Bank Account Transactions

**If Borrower is Self Employed**

Two Years Business Tax Returns Calculator

K1's and 1120 S Form

Balance Sheet/ YTD P&L Form

Six Months Bank Statements

NO NSF's on Statements

**B I U Tr**    ≡    ≡    ≡    ≡    ≡    ≡    ≡

Notes to Loan Officer

**BUYERS AGENT**

Name

Phone

Email

EMAIL LO Link

\* FNM Guide

\* FHLMC Guide