

How to Register the Loan

- Upload the **3.4 file** in the MLB Wholesale Portal (www.MLBWholesale.com)
- Click **Register** and complete all required fields (fees, estimated closing date, credit agency credentials, third-party processor, etc.)
- Enter “0” for any fee or field that does not apply
- Navigate to **Loan Estimate Fee Management** (left-hand panel)
- Complete fees and click **Request Loan Estimate**

Please note that **all documents must be uploaded through the MLB Wholesale Portal**, using the **Documents Upload** tab, and placed specifically in the “**Broker Conditions Upload**” folder.

- The Draft Loan Estimate will be prepared and sent to you for approval
- Once you approve; the Loan Estimate & disclosures will be sent
- Once the loan has been disclosed and the minimum required documents for underwriting have been uploaded the loan will be automatically submitted to underwriting

MORTGAGEE CLAUSE

MLB Residential Lending LLC ISAOA/ATIMA
841 Mountain Ave, Suite 400, Springfield, NJ 07081
FHA ID #3123900006 | VA ID #5595240000

LE Request Checklist Requirements: (FHA)

- Reissued Credit in the TPO Portal
- Contractor Bid (203K Limited/Standard)
- Eligibility Letter (MLB’s Green Advantage)

UW Submission Checklist Requirements:

- AUS credentials (username and password)— (required only if DU cannot be run or reissued)
- Contract of Sale (purchase)
- Mortgage Statement (refinance)
- Current Note (Streamline Refinances Only)
- Income (Min 1 paystub, W2, or Tax Returns for Self-Employment ****not needed on Streamlines****)

LE Request Checklist Requirements: (FNMA)

- Reissued Credit in the TPO Portal
- Contractor Bid (FNMA Homestyle Renovation)

UW Submission Checklist Requirements:

- AUS credentials (username and password)— (required only if DU cannot be run or reissued)
 - Income (Min 1 paystub, W2, or Tax Returns for Self-Employment)
 - Contract of Sale (purchase)
 - Mortgage Statement (refinance)
 - Current Note (refinance)
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LE Request Checklist Requirements: (VA)

- Reissued Credit in the TPO Portal
- Contractor Bid (VA Renovation)
- Current note (refinances only)

UW Submission Checklist Requirements:

- AUS credentials (username and password)— (required only if DU cannot be run or reissued)
 - COE (Certificate of Eligibility)
 - Income (Min 1 paystub, W2, or Tax Returns for Self-Employment**not needed on IRRRL's**)
 - Contract of Sale (purchase)
 - Mortgage Statement (refinance)
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LE Request Checklist Requirements:(USDA)

- Reissued Credit in the TPO Portal

UW Submission Checklist Requirements:

- GUS Finalized to MLB

- Income (Min 1 paystub, W2, or Tax Returns for Self-Employment)
 - Contract of Sale (purchase)
 - Mortgage Statement (refinance)
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LE Request Checklist Requirements:(Non-QM)

- Credit Report- (ensure borrower name(s) and current address is correct matching ID, ensure borrower SSN(s) and Date(s) of Birth are correct)
- Non-QM Loan Submission Form
- Contract of Sale (Purchases-with all signatures, initials, pages and addendums and Closing Date extension addendum if expired or expiring soon)
- ID (Driver's License and Social Security Card)

UW Submission Checklist Requirements:

- 1003 Loan Application (Ensure all sections are completed in full and accurate)

PITIA documentation for all properties owned:

- Most recent mortgage statement(s) on subject property (Required on First Liens on closed end seconds)
- Most recent mortgage statements on ALL other properties owned

Income documentation: (FULL DOC (1-Year and 2-Year))

W2 Wager Earners:

- Most recent 30-days paystubs
- Most recent 2-years W2's
- Written VOE covering YTD plus prior 2 years with income broken out if using any variable income (i.e., Overtime, Bonus, Commissions, etc.)

Self-Employed:

- Schedule C-Most recent 2-years FILED Personal 1040 tax returns plus YTD P&L. (If prior year taxes have not been filed, provided P&L for that year)
- Schedule E-Most recent 2-years FILED Personal AND Business tax returns, K-1's and YTD P&L. (If prior year taxes have not been filed, provide P&L for that year)
- Copies of IRS Approved extensions for any filing extensions (both business and personal)

Other Income:

- Rental Income-Most recent 2-years FILED Personal 1040 tax returns with Schedule E. (If not rented until after year of returns, current lease and 2-mos receipt)
- SS/Pension/Disability Income-Most recent Award letters. (For Pension and Disability, must show if lifetime or end date of benefits)
- Alimony/Child Support-Copy of Divorce Decree/Court Order stating monthly amount, term of support (and children's ages if child support) along with 6-mos receipt.

12-Month or 24-Month Bank Statements

- Complete Narrative with as many details about the business, advertising, and income deposits as possible.
- Most recent 12-months' Business, Personal or Co-Mingled Statements (all pages), for Operating Account of business
- If submitting to qualify with a lower than 50% expense factor (minimum is 10% for 1sts and 20% for 2nds), provide CPA/CTEC/EA signed letter or P&L

P&L Only

- Complete Business Narrative with as many details about the business, advertising, and income deposits as possible.
- Most Recent 12-months P&Ls completed by CPA/CTEC/EA/PTIN

DSCR (Business Purpose)

- Processor cert stating estimated qualifying monthly rent (further conditions may apply)

Asset Depletion

- Statements covering the most recent month for each asset used in qualifying (all pages); quarterly statement covering the most recent quarter is acceptable. (3 months' worth will be conditioned for)

1099

- Most recent 1-year IRS Form 1099 (s) from employer(s). (Note: Borrower must have 2 years history of 1099 employment)

Asset Documentation

- Two most recent months' bank statements with all pages (or most recent quarterly statement is acceptable)
- Gift Funds: (Note-if not available, must be stated in section 4(d) of 1003/URLA)

Closing and Settlement Documentation

- Flood Cert (if available)
 - Business Entity/LLC Docs (if investment occupancy closing in an LLC) showing all owners with percentages
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