



Second Loan Submission Checklist

HELOC / Closed End Second Product (05/11/2023 version)

Email this form and supporting documents to submission@aaalendings.com.

Borrower Information			
	Borrower Name	Email	Contact
Borrower 1			
Borrower 2			
Borrower 3			
Subject Property & Loan Information			
Subject Property Address			
Rate		Term	
Purpose		Occupancy	
Program Type		Loan Amount	
HELOC Program- initial draw amount at the loan ending	\$		
Loan Officer Charged Point		If Yes, Please indicate:	
Open Escrow (If need help, check box and complete below)		<input type="checkbox"/>	
Escrow Company			
Escrow Officer			
Escrow Email			
Escrow Phone #			
Listing Agent Phone # (For Purchase Loan Only)			
Please prepare documents described below for submission and check the item you submitted			
	1. All borrowers' individual email addresses		
	2. Borrowers' signed Authorization and Consent to receive communications Electronically and SSA-89 form		
	3. Initial signed 1003 Application with maximum information provided by borrowers for us to better understand the purpose of loan prior to qualification		
	4. W2 Income: Most recent 1 month Pay Stubs and Most recent 1 Y W-2		
	5. Self-Employed: Option 1: 2 Y Personal & Business Tax Return and YTD P&L (Note), and most recent 2Y W-2 (if have) Option 2: 12 or 24 months (personal/business) bank statements		
	6. ID: Copy of Driver's License, (Green Card, Visa, Passport or Working Permit if applicable)		
	7. Liability: For all properties borrowers own, provide copies of (1) most recent Mortgage Statement, (2) Property Tax Bill, (3). Insurance with Declaration Page, (4) HOA Statement		
	8. Asset: Most recent 2 months Bank Statements		
	9. Escrow & Title Company Conta		
	10. Fully Executed Purchase Agreement (Purchase Only)		
	11. Earnest Money Deposit Receipt (Purchase Only)		
	**Other supporting documents.		
	Note: P&L can be prepared by borrower for CES & HELOC.		