

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:	
Escrow Information			
Open Escrow (If need help, check box and complete below)		☐	☐
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.		