



Loan Submission List – Business Purpose Loan

Guarantor’s Personal Documentation: Requested

- Legible Color Copy of Driver’s License Front & Back (Cell Phone to Photo) – For Each Borrower
- 1003 or PFS Completed with Employment, Income, Reserves, All REO with Information
Note: Self-Employed – 1003 or PFS to Distinguish Business Acct # and Personal Acct #
- Credit Report – Mortgage Broker or Bank Trimmer Only
- Detailed Business Purpose for Cash Out and Detailed Exit of Loan
- Reserves Statement - 1 Recent 30 Day Old or Less – Must match application
- (If Applicable) [Corporation Documentation](#) - Articles of Inc, Bylaws, EIN Paperwork, Resolution (authorizer)
- (If Applicable) [LLC Documentation](#) - Articles of Organization, Operating Agreement, EIN Paperwork
- (If Applicable) LOE: Derogatory Credit: Collections, Charge-Offs, Late(s)
- (If Applicable) Current Active Subject Lease(s) on all 1-4 Unit Properties - Full Legible Copy of Rental Agrmnt
- (If Applicable) Current Updated [Rent Roll](#) – Mandatory on all Commercial 5+ *Unit* Properties

Additional Dwelling Unit Docs for Owner and Non-Owner: Requested

- ADU: Contractors Estimate for ADU
- ADU: Builders/Contractor Contract to Build
- ADU: Approved Building Permits

Refinance: Borrower’s Subject Property Documentation: Requested

- HUD-1 Copy from Purchase of Property if within 60 Months
- Insurance Declarations Page
- 1st Mortgage Statement for Any 2nd LOC – Due 0/1/2024
- Pictures or Recent Appraisals for pictures

Purchase: Broker / Realtor & Escrow Required Documentation

- Offer Contract Executed Purchase Contract – With Current COE & MLS Link in Email
- Purchase Only - Proof of Funds / Showing the Down Payment & Closing Costs – 1 Month Full Bank Statement

This is the Complete Upfront Initial Submission Package

Please Return All Completed Documents to: fabianc@directfederalmortgage.com

Please Return All Completed Documents to: kristenk@directfederalmortgage.com

Direct Federal Mortgage Inc
7545 Irvine Center Drive Suite 200 Irvine CA 92618
(714) 421-4404 Office / (714) 260-9211 Fax Server
DRE Corporation License 01827992 DRE Real Estate License 01513720