

Prior to Submitting Purchase Review Package

- LOAN CLOSED:** Loan must be closed and meet the requirements and parameters of Newfi’s previously issued Clear to Close letter.
- ACTIVE RATE LOCK:** Closed loan must be delivered prior to lock expiration date.
- NO DUPLICATES:** Any documentation previously uploaded for review should not be provided again.
- UPLOAD INSTRUCTIONS:**
 1. Go to [Newfi’s Correspondent Portal](#)
 2. Locate loan and click loan number to open
 3. Select **E-docs** from left menu
 4. **Drag and Drop** or **Select File** to upload
 5. Click “**select Doctype**”
 6. Choose “****CORRESPONDENT UPLOAD**” folder, then “**4 CORRESPONDENT PURCHASE REVIEW PACKAGE**” doc type

Include in Closed Loan Package (*provided only if not previously submitted*)

GENERAL:

- Lock Agreement
- Note and Riders/Addendums
- Security Instrument (Deed of Trust/Mortgage), Riders, and attached legal description (Exhibit A)
- Final 1003 signed and dated by borrowers
- Final 1008
- All outstanding PTP conditions, per Newfi’s Clear to Close letter
- Compliance Audit Report - final (Mavent, ComplianceEase, etc.)
- Name Affidavit/Certification (if applicable)
- Power of Attorney – certified copy specific to transaction (if applicable)
- Underwriter ATR Certification
- Final AUS (if required per program)
- Seller’s verbal VOE completed not more than 10 business days prior to note date
- Evidence of refund of tolerance cures (if applicable)
- Wiring Instructions

PROPERTY / INSURANCE / TITLE:

- Hazard Insurance or certificate of insurance, or insurance binder accompanied by proof of payment for one year
 - Loss payee must be seller’s mortgagee clause
 - Must reflect loan number
- Letter to insurance agent (copy) requesting change to the mortgagee loss payable clause to Newfi’s loss payee
- Flood Cert
- Flood policy with paid premium, if applicable
 - Loss payee must be seller’s mortgagee clause
 - Must reflect loan number
- Title Policy or Binder

DISCLOSURES:

- All Loan Estimates (not previously submitted) and related Change of Circumstance documentation (N/A for DSCR/Business Purpose loan)
- All Closing Disclosures (not previously submitted) and related Change of Circumstance documentation (N/A for DSCR/Business Purpose loan)
 - Include any Post-Consummation CDs
- All disclosures included in closing package
- All state-required disclosures (not previously submitted)
- Hardship letter (if 1st payment date is less than 30-day of closing)
- Guaranty Disclosure (if loan closed in LLC or Corp)
- Business Purpose and Occupancy Affidavit (if DSCR/Business Purpose program)