

## BUSINESS PURPOSE SUBMISSION FORM

### Your ATHAS CAPITAL Account Executive:

**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Submission Email:** \_\_\_\_\_

### \*\*\*\*Submission Checklist\*\*\*\*

★ SEE 2<sup>nd</sup> PAGE - VERY IMPORTANT ★

### Broker Information:

**Company's Name:** \_\_\_\_\_

**Are you approved with ACG?:** Yes  No

**If Yes, your broker approval ID#:** \_\_\_\_\_

★ **Brokers License #:** DRE \_\_\_\_\_ CFL \_\_\_\_\_

★ **Brokers NMLS #:** \_\_\_\_\_

**Loan Officers Name:** \_\_\_\_\_

**Loan Officers Phone #:** \_\_\_\_\_

**Loan Officers E-mail:** \_\_\_\_\_

I would like to receive email updates of products and services.

**Loan Processor Name:** \_\_\_\_\_

**Loan Processor Phone #:** \_\_\_\_\_

**Loan Processor E-mail:** \_\_\_\_\_

### Only needed if loan is

★ N/O/O and is in the states of: AZ, KS, MT, NE, OR, UT.

★ O/O and is in the states of: AZ, ID, OR, UT.

### For Purchase transactions please indicate required close of Escrow!

**Month:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Year:** \_\_\_\_\_

### Appraisal

I have an appraisal that is within 60 days (must submit with file)

I will use Athas approved AMC (best option)

### Credit Details

**IMPORTANT:** We underwrite based on below information!

**FICO Score:** Borrower \_\_\_\_\_ Co-Borrower \_\_\_\_\_ Average \_\_\_\_\_

**Mortgage lates in past 36 months?**  Yes  No

**#30 Days** \_\_\_\_\_ **#60 Days** \_\_\_\_\_ **#90 Days** \_\_\_\_\_ **# 120+** \_\_\_\_\_

**Foreclosure in the last 5 years?**  Yes  No

**If so, how long ago?** \_\_\_\_\_

**Short Sale in the last 3 years?**  Yes  No

**Bankruptcy in the last 3 years?**  Yes  No

**Discharge OR Dismissed?** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Loan Details

**Estimated Value:** \$ \_\_\_\_\_

or

**Purchase Price:** \$ \_\_\_\_\_

**Loan Amount:** \$ \_\_\_\_\_

**LTV:** \_\_\_\_\_ **CLTV:** \_\_\_\_\_

### Broker Compensation

**Broker is Charging:** \_\_\_\_\_ **Other Fees:** \_\_\_\_\_

### Borrower Details

**BORROWER:** \_\_\_\_\_

**CO-BORROWER:** \_\_\_\_\_

**ENTITY/NAME WHO HOLDS TITLE:** \_\_\_\_\_

**PROPERTY STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

### Borrower's Citizenship:

- US Citizen  
 Green Card Holder  
 Foreign National

### Borrower's Current Living Arrangements:

- Currently owns primary residence.  
 Currently renting at primary residence (allowed on Hard Money only)  
 Pays no rent and lives with relatives (allowed on Hard Money only)  
 Lives outside the US.

### Property Occupancy:

- Currently occupied by renter.  
 Lease is arms length.  
 Lease is Non Arms Length (allowed on Hard Money only)  
 Vacant and waiting to be rented.

### Condition of Collateral:

- Pride of ownership & zero deferred maintenance – *Non-Prime & Alt-A*  
 Some minor deferred maintenance – *Non-Prime maybe Hard Money*  
 Visible deferred maintenance – please consult your AE.  
*Allowed on Hard-Money Bridge - CBC with pricing add-on.*

### Purpose/Occupancy/Doc Type/Property Type

### Product Type Requested:

- Alt-A  Non-Prime  Hard Money

### Type of Loan:

- Purchase  Rate & Term  Cash Out

### Occupancy:

- O/O  N/O/O  Owner User  Investor

### Term – Alt-A:

- 5 year fixed  7 year fixed  30 year fixed  
 No add on +12.5bps +25bps

### Term – Non-Prime:

- 5/25  7/23  30 year fixed  
 No add on +12.5bps +25bps

### Interest Only Options for fixed period:

- Yes, I would like Interest Only Option +25bps

### Term – Hard Money Bridge:

- 6 mth  12 mth  24 mth  36 mth

### Term – Hard Money Long Term:

- 5/25  7/23  30 years fixed  
 No add on +25bps +50bps

### Impounds:

- No – add 50 bps to rate  
 Yes – no add on

### Prepay Protection Option:

- Level 1: 5% loan amount – No add on.  
 Level 2: 6 months interest on 80% of the balance - +50bps

### Down Payments & Closing Costs:

- Sourced & Seasoned 60 days >75% LTV - or all LTV's on Alt-A  
 Sourced only ≤ 75% LTV  
 Partial / full gift ≤ 70% LTV  
 I want NO questions asked whatsoever! (Hard Money Bridge ONLY)

### Property Type:

- SFR  Condo  Condotel  Mixed Use  Retail  
 2 Units  3 Units  4 Units  5+ Units  Office

## **BUSINESS PURPOSE SUBMISSION REQUIREMENTS**

### **Non-Prime**

- Completely filled out Submission form
- Professionally filled out 1003 including all HMDA Data
- Property Profile for Current Residence and Subject Property
- Credit Report dated within 30 days(\*\*If Retail need Borrower Authorization\*\*)
- Drivers License - if US citizen or Green Card holder.
- Passport - if foreign national.
- Copy of Lease - if property is in fact leased.
- Rent Roll - if multiple units.

If Purchase:

- Fully executed purchase agreement with all addendums and counter offers.
- If LTV is over 70% please provide 1 months bank statement for source & seasoning of down payment and closing costs.
- If LTV is over 75% please provide 3 months bank statements for source & seasoning of down payment, closing costs and liquid cash reserves.
- If LTV is over 75% please provide fully completed DSCR calculator.

If broker already has an Appraisal:

- Original color PDF appraisal
- If no appraisal, Athas will get a quote for appraisal from its approved AMC.

**TITLE: REQUIRED ON A PURCHASE – Refinance not required unless Broker has already**

- Prelim or Title commitment with 24 Month Chain of Title
- If escrow state – all escrow instructions.
  - *NOTE: WFG is not an accepted Title or Escrow Company;*
  - NO AFFILIATION is allowed between Loan broker, Seller, Borrower, and Title or Escrow.

### **Alt-A**

- Completely filled out Submission form
- Professionally filled out 1003 including all HMDA Data
- Property Profile for Current Residence and Subject Property
- Credit Report dated within 30 days(\*\*If Retail need Borrower Authorization\*\*)
- Drivers License - if US citizen or Green Card holder.
- Passport - if foreign national.
- Copy of Lease - if property is in fact leased.
- Rent Roll - if multiple units.
- Fully completed DSCR calculator.

If Purchase:

- Fully executed purchase agreement with all addendums and counter offers.
- 3 Months bank statements for source & seasoning of down payment, closing costs and liquid cash reserves.

If broker already has an Appraisal:

- Original color PDF appraisal
- If no appraisal, Athas will get a quote for appraisal from its approved AMC.

**TITLE: REQUIRED ON A PURCHASE – Refinance not required unless Broker has already**

- Prelim or Title commitment with 24 Month Chain of Title
- If escrow state – all escrow instructions.
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### **Additional Comments:**

### **Hard Money - Bridge**

- Completely filled out Submission form
- Professionally filled out 1003 including all HMDA Data
- Property Profile for Current Residence and Subject Property
- Credit Report dated within 30 days(\*\*If Retail need Borrower Authorization\*\*)
- Drivers License - if US citizen or Green Card holder.
- Passport – if foreign national.

If Purchase:

- Fully executed purchase agreement with all addendums and counter offers.

If borrower is a renter or fist time home buyer:

- Anti-coaching letter referencing borrower’s full name from broker on broker’s letterhead signed & dated.

If broker already has an Appraisal:

- Original color PDF appraisal
- If no appraisal, Athas will get a quote for appraisal from its approved AMC.

**TITLE: REQUIRED ON A PURCHASE – Refinance not required unless Broker has already**

- Prelim or Title commitment with 24 Month Chain of Title
- If escrow state – all escrow instructions.
  - *NOTE: WFG is not an accepted Title or Escrow Company;*
  - NO AFFILIATION is allowed between Loan broker, Seller, Borrower, and Title or Escrow.

If “D” Credit:

- Borrower must submit two LOE’s in writing, that clearly identifies what caused the major mortgage or credit crisis and must demonstrate why this new loan will enable them to rebuild a proper pay history. Allowed in AZ, CA, CO, ID, NV, OR TX, UT & WA ONLY!

### **Hard Money – Long Term**

- Completely filled out Submission form
- Professionally filled out 1003 including all HMDA Data
- Property Profile for Current Residence and Subject Property
- Credit Report dated within 30 days(\*\*If Retail need Borrower Authorization\*\*)
- Drivers License - if US citizen or Green Card holder.
- Passport – if foreign national.

If Purchase:

- Fully executed purchase agreement with all addendums and counter offers.
- 1 month bank statements to show where down payment and closing costs are coming from.

If borrower is a renter or fist time home buyer:

- Anti-coaching letter referencing borrower’s full name from broker on broker’s letterhead signed & dated.

If broker already has an Appraisal:

- Original color PDF appraisal
- If no appraisal, Athas will get a quote for appraisal from its approved AMC.

**TITLE: REQUIRED ON A PURCHASE – Refinance not required unless Broker has already**

- Prelim or Title commitment with 24 Month Chain of Title
- If escrow state – all escrow instructions.
  - *NOTE: WFG is not an accepted Title or Escrow Company;*
  - NO AFFILIATION is allowed between Loan broker, Seller, Borrower, and Title or Escrow.

If “D” Credit:

- Borrower must submit two LOE’s in writing, that clearly identifies what caused the major mortgage or credit crisis and must demonstrate why this new loan will enable them to rebuild a