Broker Referral ChoiceLine Submission Form

Please complete and send to Bellco at: HEBrokerLoans@bellco.org and BellcoLoanBrokers@bellco.org

Minimum of 18 calendar day turn time – add a day for holidays. Documents with PII should be emailed securely.

Application Type: ☑ Simultaneous Closing (Bellco 2nd with new 1st) ☐ Stand-Alone (mortgage closed recently)

Purpose (check all that apply)**:** ☑ Purchase ☐ Refinance ☐ Home Improvement ☐ Other:

Lender Name: _____ NMLS/Lic #:_____

Processor Name: _____

Phone: _____ Email: _____

LO Contact Name: _____ NMLS #: _____

Phone: _____ Email: _____

Title Company Name: _____ Lic #_____

Title/Escrow Officer Name: _____Lic #_____

Phone: _____ Email: _____

Collateral Address:_____

Mortgage Contingency Date: _____ Requested Close Date: _____

Appraised Value: _____ 1st Mortgage Loan Amount: _____ LTV: _____

Bellco Loan Amount: _____ CLTV: _____ Proposed DTI *(with Bellco 1% pmt)*:_____

Applicant: _____Best time to contact: _____

Applicant Phone: _____ Applicant Email: _____

Co-Applicant: _____ Best time to contact: _____

Co-Applicant Phone:_____ Co-Applicant Email: _____

Will all signors be present at the closing? ☐ Yes ☐ No If no, a POA* must be included with your submission

Will closing be Mail-Away or Remote Notary? ☐ Yes ☐ No Exception Basis, borrower video appt required

Required Documents: *(Please check all that are included)*

- ☐ Valid ID for all borrowers
- ☐ Latest LE/CD
- ☐ Latest DU/LP Findings
- ☐ Borrowers Authorization or Certification
- ☐ *POA/Affidavit (prior approval required)
- ☐ 1003/1008 - **Bellco requires 1% min payment**
- ☐ Appraisal (color copy not older than 6 months)
- ☐ VOI – paystubs; or W2's and tax returns if self employed
- ☐ Title Commitment (include wiring instructions for simultaneous)
- ☐ Final signed Note and Mortgage (stand-alone application)

Note: Following receipt, Bellco will contact the applicant(s) directly to begin the application process. Before final approval is issued, the primary applicant must establish membership at any local Bellco branch.

Use this space to explain any recent titling changes, loan structure details, type of property, closing exception, etc.