vault.
FINANCIAL SERVICES

RESIDENTIAL SUBMISSION PACKAGE

vaultfs.com
jeremy@vaultfs.com
4471 Dean Martin Drive #2400
Las Vegas, NV 89103

INITIAL DOCUMENTATION CHECKLIST

Please provide all of the following documents in PDF format.

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1. ☐ Loan Application*
    a. Borrower Details
    b. Transaction Details
    c. Strategy Details
    d. Authorization Form
2. ☐ ECOA Disclosure*
3. ☐ Investor Experience & Portfolio*
4. ☐ Credit Card Authorization Form*
5. ☐ Bank Statements - 2 months most recent (all pages with name & account # visible)
6. ☐ Copy of Photo ID(s)
7. ☐ LLC / Corporation Documentation (if holding title in entity)
    a. Articles of Organization / Incorporation
    b. Operating Agreement / Bylaws
8. ☐ Specific Transaction Documents
    a. If purchase transaction – fully executed, valid purchase contract
    b. If refinance transaction – payoff demand or mortgage statement
9. ☐ Lease Agreement(s) - If property is currently leased
10. ☐ Rehab Budget - If property requires significant rehab, provide itemized list of work
    a. If seeking rehab financing, request Rehab Financing Submission Package

*Specified item is included in this Submission Package

IMPORTANT NOTES

- Non-Owner Occupied properties - Investor Loans Only.
- ACH (automatic payments) is required. ACH is a scheduled electronic payment made from your checking or savings account.
- All loans are fixed rate with interest only payments.
- Balloon payment due at end of loan term.
- If e-signing any documents, must be a verified e-signature through a service such as Adobe or DocuSign.

LOAN APPLICATION – BORROWER DETAILS

BORROWER / AUTHORIZED SIGNER INFORMATION

Individual's Name: ______________________ Marital Status: ☐ Married ☐ Unmarried ☐ Separated

Primary Residence Address: ______________________

City: ______________________ State: __________ Zip Code: __________

Do you own or rent your primary residence: ☐ Own ☐ Rent Number of years at primary residence? __________

Mailing Address (if different from primary residence): ______________________

Est. Credit Score:__________ Annual Income: $__________ Liquid Assets: $__________

Primary Phone Number: ______________________

Secondary Phone Number: ______________________

Email Address: ______________________

Date of Birth: ______________________

Social Security Number (or ITIN): ______________________

Employment Information Self-Employed: ☐Yes ☐No

Employer Name: ______________________

Position & Title: ______________________

Employer Phone Number: ______________________

Employer Address: ______________________

____

CO-BORROWER / AUTHORIZED SIGNER INFORMATION *(if applicable)*

Individual's Name: ______________________ Marital Status: ☐ Married ☐ Unmarried ☐ Separated

Primary Residence Address: ______________________ Married to Borrower? ☐ Yes ☐ No

City: ______________________ State: __________ Zip Code: __________

Do you own or rent your primary residence: ☐ Own ☐ Rent Number of years at primary residence? __________

Mailing Address (if different from primary residence): ______________________

Est. Credit Score:__________ Annual Income: $__________ Liquid Assets: $__________

Primary Phone Number: ______________________

Secondary Phone Number: ______________________

Email Address: ______________________

Date of Birth: ______________________

Social Security Number (or ITIN): ______________________

Employment Information Self-Employed: ☐Yes ☐No

Employer Name: ______________________

Position & Title: ______________________

Employer Phone Number: ______________________

Employer Address: ______________________

____

DECLARATIONS / QUESTOINNAIRE

Please check YES or NO for each of the following questions	**Borrower**		**Co-Borrower**	
	Yes	No	Yes	No
Are there any outstanding judgements against you?				
Have you been declared bankrupt within the last seven (7) years?				
Have you or any other entity of which you were/are a principal been in foreclosure or had any property that was foreclosed upon?				
Are you party to lawsuit?				
Are you presently delinquent on any federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?				
Have you ever been convicted of a felony?				
Are you in a Civil Union or a Domestic Partnership, or do you have a non-borrowing spouse, or are you a party to a Designated Beneficiary Agreement?				
Are you a US citizen?				
Are you a permanent resident alien?				
Do you intend to occupy the property as your primary residence?				

LOAN APPLICATION – TRANSACTION DETAILS

SUBJECT PROPERTY INFORMATION

Subject Property Address: ______________________________

City: ______________________________ State: ____________ Zip: ____________

I understand that I am applying for a non-owner occupied, business purpose investment loan? ☐ Yes ☐ No

Property Type: ☐ SFR ☐ Condo ☐ PUD ☐ 2-4 Units ☐ 5+ Units

Number of Units: ____________________ Occupancy: ☐ Leased ☐ Vacant

Estate Will Be Held In: ☐ Fee Simple ☐ Leasehold Construction Method: ☐ Site- Built ☐ Manufactured

Cross-Collateralization: ☐ Yes ☐ No If YES, # of properties: ________ *(Provide all addresses on a separate spreadsheet)*

LOAN REQUEST INFORMATION

Transaction Type: ☐ Purchase ☐ Rate & Term Refinance ☐ Cash-Out Refinance

Loan Amount Requested: $____________________ Loan Term Request: ☐ 1 Year ☐ 2 Year

Purchase Price: $____________________ Estimated Property Value: $____________________

Requesting Rehab Financing? (Fund Controlled) ☐ Yes ☐ No

If refinance: Current debt on property: $________________ Original Cost: $________________

Year Acquired: ____________ Amount of rehab completed (if any): $________________

BORROWER / ENTITY INFORMATION

Title will be held in what name(s): ______________________________

Type: ☐ LLC ☐ Corporation ☐ Individual Name(s) ☐ Trust ☐ LLP ☐ Other

If Entity: State of Formation: ____________________ EIN: ____________________

INTERIOR ACCESS CONTACT INFORMATION FOR SUBJECT PROPERTY

Name (or lockbox #):		Phone Number:	
Relationship:		Email:	

ESCROW / SETTLEMENT AGENT INFORMATION

Company Name:		Phone Number:	
Settlement Agent:		Email:	

INSURANCE AGENT INFORMATION

Company Name:		Phone Number:	
Insurance Agent:		Email:	

LOAN APPLICATION - STRATEGY DETAILS

1. What is your plan for this property? ☐ Flip ☐ Rental ☐ Bridge
2. If Flip, what do you anticipate your hold time to be? __________________________ months
3. If Rental Property, the current or projected monthly rental income is: $__________________________
4. If Rental Property, do you plan to increase rents in the near future? ☐ Yes ☐ No | Future rents: $_______________
5. Do you intend to rehab or upgrade the subject property? ☐ Yes ☐ No
   - If YES, what do you estimate your rehab, construction, and/or updating costs will be? $_____________________
   - If YES, what do you estimate the ARV (after repair value) to be: $______________________________________
   - If YES, will you be adding square footage (GLA)? ☐ Yes ☐ No | If YES, how much? ______________Sq Ft.
6. If rehabbing and/or updating the property, please explain the scope of work. If costs exceed $10,000, please provide an itemized rehab bid / outlined scope of work with your submission.

7. Has work, rehab, or demo already begun or been completed on subject property? ☐ Yes ☐ No
8. Explain your investment strategy for this property in detail:

9. What is your exit strategy and how do you intend to repay this loan? ☐ Sell Property ☐ Refinance ☐ Other - Please explain in detail

10. If cash-out refinance, how do you intend to use the cash-out proceeds? Please explain in detail.

LOAN APPLICATION – AUTHORIZATION FORM

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more designations for “Ethnicity” and one or more designation for “Race.” The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Borrower	☐ I do not wish to provide this information	**Co-Borrower**	☐ I do not wish to provide this information
Ethnicity	☐ Hispanic or Latino ☐ Mexican ☐ Puerto Rican ☐ Cuban ☐ Other Hispanic or Latino: _________________ ☐ Not Hispanic or Latino	**Ethnicity**	☐ Hispanic or Latino ☐ Mexican ☐ Puerto Rican ☐ Cuban ☐ Other Hispanic or Latino: _________________ ☐ Not Hispanic or Latino
Race	☐ American Indian or Alaska Native: *Name of Enrolled Tribe:* ____________________ ☐ Asian ☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian: ___________________________ ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander: __________________ ☐ White	**Race**	☐ American Indian or Alaska Native: *Name of Enrolled Tribe:* ____________________ ☐ Asian ☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian: ___________________________ ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander: __________________ ☐ White
Sex	☐ Female ☐ Male	**Sex**	☐ Female ☐ Male

This information was collected and submitted:

☐ By Email or Internet ☐ In a telephone interview ☐ In a face-to-face interview ☐ By fax or mail

DECLARATION OF NON-OWNER OCCUPANCY & BUSINESS USE OF PROCEEDS

I (“Borrower”) certify and represent to lender (“Originator”) as follows:

I hereby declare that I have no intention of making the property (subject property listed in my loan application) my principal residence.

Additionally, I declare that I have no intention of utilizing the property as a second home and/or any surviving spouse or family member shall live in the property. I understand that this loan is a business purpose loan and not a household purpose loan. The loan proceeds are intended to be used and shall be used for business purpose only, not for personal use.

I represent that I understand the difference between consumer loan for personal purposes and a commercial loan for business purposes. I represent that this loan is not a consumer loan and therefore is not subject to any laws relating to consumer loans under any state or federal laws such as Truth in Lending Act (15 U.S.C. § 1601 *et seq.*), Real Estate Settlement Procedures Act (12 U.S.C. § 2601 *et seq.*), Gramm-Leach Bliley Act (15 U.S.C. §§ 6802–6809), Secure and Fair Enforcement Mortgage Licensing Act (12 U.S.C. § 5101 *et seq.*), and Homeowners Protection Act (12 U.S.C. § 4901 *et seq.*).

I realize the lender, broker, assignees and successors rely upon this information. I confirm I have read and understand this document. I declare under penalty of perjury the foregoing is true and correct.

AUTHORIZATION TO CONDUCT CREDIT & BACKGROUND CHECK

By signing this form, I/we hereby authorize lender to conduct a background and/or credit check. Additionally, the undersigned and each party to this loan, authorizes lender to disclose to any third party, employee, agent or assignee thereof information regarding background and credit experience.

I understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of title 18, united states code, 1014. I also understand that the lender intends to use the data obtained through the investigation for due diligence purposes only, and shall not disclose such information to any other party.

____
Entity / Company Name (if applicable)

____
Borrower / Authorized Signer Name (print)

____
Co-Borrower / Authorized Signer Name (print)

X ______________________________ ____________
Signature (Borrower / Authorized Signer) Date

X ______________________________ ____________
Signature (Co-Borrower / Authorized Signer) Date

NOTICE OF RIGHT TO COPY OF APPRAISAL (ECOA)

This notice is being provided to you pursuant to 12 CFR § 1002.14(a).

We may order an appraisal to determine the property's value and charge you for this appraisal. We will give you a copy of any appraisal or other written valuations promptly upon receipt, even if your loan does not close.

You can pay for an additional appraisal for your own use at your own cost.

You are entitled to receive copies of appraisal reports and other written valuations obtained in connection with your application for credit at least 3 business days prior to the time you become contractually obligated on the transaction (for closed-end credit) or account opening (for open-end credit), whichever is earlier. You have the right to waive the 3 business-day waiting period.

ACKNOWLEDGEMENT

By signing below, I acknowledge the following:

1) I understand that I have the right to receive a copy of the appraisal reports and other written valuations obtained in connection with my loan application 3 or more business days prior to my loan closing;

2) I am exercising my right to waive the 3 business day review period prior to closing; and

3) I understand that, regardless of whether I sign this waiver, I will receive a copy of the appraisal reports at or before closing.

____
Entity / Company Name (if applicable)

Borrower / Authorized Signer Name (print)

Co-Borrower / Authorized Signer Name (print)

X
Signature (Borrower / Authorized Signer) Date

X
Signature (Co-Borrower / Authorized Signer) Date

INVESTOR EXPERIENCE & PORTFOLIO

Borrower / Authorized Signer Name (print)

Co-Borrower / Authorized Signer Name (print)

Please complete the tables below -OR- provide a separate Schedule of REO & list of Recently Sold Properties in a similar format

CURRENT SCHEDULE OF REAL ESTATE OWNED

Address	City	State	Zip	Entity/Name on Title	% of Ownership	Acquisition Date	Investment Type	Property Type	Present Market Value	Mortgages & Liens	Net Rental Income

RECENTLY SOLD PROPERTIES

Address	City	State	Zip	Entity/Name on Title	% of Ownership	Acquisition Date	Disposition Date	Purchase Price	Rehab Cost	Disposition Price