



STRONGHILL CAPITAL

Stronghill Capital Non-QM Correspondent Submission Checklist	
ALL LOANS must be Submitted through the TPOconnect Website Portal	
<i>*Manual Submissions Not Accepted*</i>	
Required Loan Submission Documents	
Credit Report (cannot be over 90 days old at the time of submission)	
Re-issue Credit Report in TPOConnect	
Income:	
Alternative Income Documentation:	
Personal Bank Statements: Most Recent 12- or 24-months Personal and 2-months Business Bank Statements (complete & consecutive)	
Business Bank Statements: Most Recent 12- or 24-months Business Bank Statements (complete & consecutive) ** If using lower expense factor than 50%, provide 3 rd party expense statement letter OR 3 rd party prepared Profit & Loss (CPA or EA)	
1099 Only 12- or 24-months plus YTD Documentation to support continued receipt of income from same source	
Profit and Loss Statement Only: 12- or 24-month prepared by CPA/EA	
DSCR-Executed lease agreement (unless otherwise noted in guidelines)	
Rental Income <ul style="list-style-type: none"> • Long Term – Most recent Lease Agreement, 2 mos bank statement to show proof of rent received, use 25% vacancy factor • Short Term – Most recent 12 mos rental income history print out from online service (Airbnb, VRBO) OR single unit owned – 12 mos bank statements document rental income history, use 25% vacancy factor 	
Asset Utilization Supplemental or Standalone – 3 months Bank Statements	
Written Verification of Employment <ul style="list-style-type: none"> • FNMA Form 1005 • 2 mos personal bank statements reflecting deposit(s) from employer 	
Full Doc Income Documentation (12 or 24 Month):	
Most Recent YTD Paystub (Full Doc Program) <ul style="list-style-type: none"> • 12- or 24-months W-2's and need 2 pay stubs showing 30 days of earnings; in addition for Commission >= 25% need WVOE, plus • 12- or 24-months tax returns for all borrowers 	
Self Employed: Most recent 12 or 24 months 1040s including all schedules, along with K-1s for all businesses listed on the schedule E <ul style="list-style-type: none"> • If borrower has 25% or more ownership in any business, most recent 12- or 24-months business tax returns required (1120/1120S/1065) including all schedules is required, even if the income is NOT being used to qualify, plus <ul style="list-style-type: none"> • Profit and Loss (signed/dated) • If paid wage income, provide YTD pay stub 	
Rental Income: Most recent 12 or 24 months 1040s, including schedule E If owned through a business, most recent 12- or 24-months business returns, including Form 8825	
Award Letter(s)	
Other Income Sources i.e. Foster Care, Child Support	



STRONGHILL CAPITAL

Assets:	
Asset Verification to document cash to close and reserve requirements: <ul style="list-style-type: none"> • Most recent account statement and/or gift letter 	
Property:	
Purchase Agreement and Addendum(s), if applicable	
Disclosures:	
Initial URLA fully completed (HMDA, GMI, NMLS, employment and income ect) with all pages and date	
Borrower's Certification/Authorization form signed and dated by all borrowers	
Credit Score Disclosure for all borrowers including credit score, source, date, score range, percentage, key factors, and contact information for at least one of the three credit reporting agencies.	
Fully completed 4506-C and signed and dated by all borrowers with the applicable box checked	
Notice to the Home Loan Applicant for all borrowers	
Patriot Act Information Disclosures completed and signed by all borrowers	
ARM Disclosure (ARM products only) fully completed	
Homeownership Counseling Disclosure containing a minimum of 10 counseling agencies	
Notice of Intent to Proceed signed and dated by all borrower	
Net Tangible Benefit (required for all refinance transactions & for Colorado it is required on all transactions)	
Additional Documents Recommended (optional):	
<ul style="list-style-type: none"> ▪ Appraisal & SSR (FIRREA – see HPML & 1004D/442/1007; if applicable) ▪ Complete Bankruptcy Papers ▪ Condo Questionnaire & Supporting Documentation ▪ Divorce Decree or Separation Agreement ▪ Earnest Money Verification ▪ Gift Documentation 	<ul style="list-style-type: none"> ▪ Homeowners/Flood Insurance ▪ Housing History ▪ Letter of Explanation & Supporting Documentation ▪ Payoff Statements ▪ Power of Attorney & Trust Documentation ▪ Retirement or Investment Statements ▪ Title Commitment/Prelim Title with 24-month Chain of Title ▪ Verification of PITIA for other REO, including Leases
Condo Review Forms (if applicable)	Notes:
Non-QM Non-Warrantable Condo Project Review Form <i>(Available in Resources section of Stronghill Website)</i>	<ul style="list-style-type: none"> ▪ If you have additional documentation for this application, please include with your submissions.