



# STRONGHILL CAPITAL

Stronghill Non-QM Wholesale Submission Checklist	
<a href="#">ALL LOANS must be Submitted through the TPOconnect Website Portal</a>	
<a href="#">*Manual Submissions Not Accepted*</a>	
Required Loan Submission Documents	
Credit Report (cannot be over 90 days old at the time of submission)	
Re-issue Credit Report in TPOConnect	
Anti-Steering Disclosure (Lender Paid Compensation and Consumer Purpose)	
Income:	
Alternative Income Documentation:	
Personal Bank Statements: Most Recent 12- or 24-months <b>Personal</b> and 2-months <b>Business</b> 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 <sup>rd</sup> party expense statement letter OR 3 <sup>rd</sup> 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"> <li>• Long Term – Most recent Lease Agreement, 2 mos bank statement to show proof of rent received, use 25% vacancy factor</li> <li>• 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</li> </ul>	
Asset Utilization Supplemental or Standalone – 3 months Bank Statements	
Written Verification of Employment <ul style="list-style-type: none"> <li>• FNMA Form 1005</li> <li>• 2 mos personal bank statements reflecting deposit(s) from employer</li> </ul>	
Full Doc Income Documentation (12 or 24 Month):	
Most Recent YTD Paystub (Full Doc Program) <ul style="list-style-type: none"> <li>• 12- or 24-months W-2's and need 2 pay stubs showing 30 days of earnings; in addition for Commission &gt;= 25% need WVOE, plus</li> <li>• 12- or 24-months tax returns for all borrowers</li> </ul>	
<b>Self Employed:</b> 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"> <li>• 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"> <li>• Profit and Loss (signed/dated)</li> <li>• If paid wage income, provide YTD pay stub</li> </ul> </li> </ul>	
<b>Rental Income:</b> 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	
Assets:	
Asset Verification to document cash to close and reserve requirements: <ul style="list-style-type: none"> <li>• Most recent account statement and/or gift letter</li> </ul>	
Property:	
Purchase Agreement and Addendum(s), if applicable	



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Additional Documents Recommended (optional):	
<ul style="list-style-type: none"> <li>▪ Complete Bankruptcy Papers</li> <li>▪ Condo Questionnaire &amp; Supporting Documentation</li> <li>▪ Divorce Decree or Separation Agreement</li> <li>▪ Earnest Money Verification</li> <li>▪ Gift Documentation</li> <li>▪ Homeowners/Flood Insurance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Housing History</li> <li>▪ Letter of Explanation &amp; Supporting Documentation</li> <li>▪ Payoff Statements</li> <li>▪ Power of Attorney &amp; Trust Documentation</li> <li>▪ Retirement or Investment Statements</li> <li>▪ Title Commitment/Prelim Title with 24-month Chain of Title</li> <li>▪ Verification of PITIA for other REO, including Leases</li> </ul>
Condo Review Forms (if applicable)	Notes:
<a href="#">Non-QM Non-Warrantable Condo Project Review Form</a> <i>(Available in Resources section of Stronghill Website)</i>	<ul style="list-style-type: none"> <li>▪ If you have additional documentation for this application, please include with your submissions.</li> </ul>