



Borrower Information Packet (BIP)

File name & loan #: _____

Closing date on PA: _____ Closing date for Refi: _____

VOE Ordering- If income calculation was completed by underwriting, please include:

1)VOE for: ___Borrower ___Co-borrower ___Non-borrowing spouse
___Primary ___Second Job ___ Previous

Company Name: _____

Phone #: _____ Fax #: _____

Email: _____

2)VOE for: ___Borrower ___Co-borrower ___Non-borrowing spouse
___Primary ___Second Job ___ Previous

Company Name: _____

Phone #: _____ Fax #: _____

Email: _____

3)VOE for: ___Borrower ___Co-borrower ___Non-borrowing spouse
___Primary ___Second Job ___ Previous

Company Name: _____

Phone #: _____ Fax #: _____

Email: _____

4)VOE for: ___Borrower ___Co-borrower ___Non-borrowing spouse
___Primary ___Second Job ___ Previous

Company Name: _____

Phone #: _____ Fax #: _____

Email: _____

If additional employers need verification, please use an additional form.

___ VOR needed: Landlord _____ Phone/Email _____

Is this a refinance, what is the benefit to the borrower?

Appraisal

Appraisal Contact for Entry: _____

If this is a USDA loan, what are the names and ages of any additional household members. Do they receive income? If they do, we will need paystubs, W-2's, VOE info and 4506T if not a joint return.

Household Member Name	Age	Employed/Student/Minor	Order 4506T via E-sign?

Credit Inquiries

Has the borrower opened any new debt based on the credit inquiries? This must list out the inquiries for the past 120 days and must give a reason for the inquiry along with confirmation if new debt was opened.

Date of Inquiry	Credit Vendor	New Credit Opened?	Reason for Inquiry

Additional Notes:

Vendor Information:

Title Company: _____ Contact: _____

Address: _____ Phone: _____

Ordering Email: _____ Closing Email: _____

Who will be on title?: _____

Company License #: _____ Closer License #: _____

Listing Realty Company: _____

Address: _____

Phone #: _____ License #: _____

Listing Realtor: _____

Address if different than above: _____

Phone #: _____ License #: _____

Email: _____

Selling Realty Company: _____

Address: _____

Phone #: _____ License #: _____

Selling Realtor: _____

Address if different than above: _____

Phone #: _____ License #: _____

Email: _____

HOI Company: _____

Address: _____

Phone #: _____ Agent Name: _____

Email: _____

Flood Insurance: _____

Address: _____

Phone #: _____ Agent Name: _____

Email: _____

Pest/Termite: _____

Address: _____

Phone #: _____ Email: _____