



Project Review Submission Checklist

Project Name: _____

City: _____ **State:** _____ **Zip:** _____ **Earliest Date** (Lock, Close, FC): _____

Borrower's Last Name: _____ **Loan Number:** _____

FastTrack =

- ✓ Detached waivers for conventional, FHA and VA detached in Michigan
- ✓ Fannie/Freddie LCOR waivers
- ✓ Fannie/Freddie 2-4 waivers
- ✓ FHA Streamline Reviews / FHA Approved
- ✓ VA IRRRLs / VA Approved
- ✓ Fannie Mae Approved projects
- ✓ Freddie Mac Approved projects

LCOR = Fannie-to-Fannie or Freddie-to-Freddie Limited Cash Out Refinance 80% LTV/CLTV or less, a Fannie/Freddie Loan Lookup printout must be provided as evidence that the underlying mortgage is owned by Fannie/Freddie.

Smart Series = Follow required documentation for applicable Fannie Mae Review Type. A full review is required for expanded non-warrantable eligibility (Fannie Mae or Freddie Mac guidelines - Limited/Streamline not eligible).

Documents	Established Condo or Co-op	FHA Single Unit Approval	New Construction or Phase	Streamline or Limited	FastTrack	
					Detached, 2-4 Unit, LCOR, VA IRRRL or FHA Streamline	Fannie, Freddie, VA or FHA Approved
Unexpired Agency Approval						<input type="checkbox"/>
FHA Case Number Assignment		<input type="checkbox"/>				
Project Questionnaire	<input type="checkbox"/>	<input type="checkbox"/> ¹	<input type="checkbox"/>	<input type="checkbox"/> ²		<input type="checkbox"/> ³
Project Questionnaire Addendum					<input type="checkbox"/> ⁴	
Current Budget	<input type="checkbox"/>		<input type="checkbox"/>			
Master HOA Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Declaration/Master Deed, Bylaws, & all Amendments		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> ⁵	
Litigation Disclosure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appraisal (N/A if PIW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ⁶	<input type="checkbox"/>
Flood Cert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Title Report (Lien Search for Co-ops)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Occupancy for Entire Project or Phase			<input type="checkbox"/>			
Established Type S or Co-op column ONLY continued in addition for Co-op's:		<p align="center">Please note other documents not listed here may be required as applicable to certain review/project types as determined by the Project Review Department.</p> <p>Please attach and email documents to: ProjectReview@Newrez.com Subject line to contain: Project Name / Borrower's Last Name / Loan #</p>				
2 years Audited Financial Statements	<input type="checkbox"/>					
Latest Offering Plan Amendment	<input type="checkbox"/>					
Stock Certificate (refinance only)	<input type="checkbox"/>					
Proprietary Lease/Occupancy Agreement	<input type="checkbox"/>					

¹Form HUD 9991 (Single-Unit Questionnaire). Not required to be completed by HOA or Property Manager. If a standard project Questionnaire is received, PRD will transfer the information to the HUD 9991 when requested.

² Condo Project Questionnaire may be waived for Fannie Limited or Freddie Streamline Reviews if the Project Information section of the Appraisal is completed and evidence that the HOA is not subject to ineligible litigation is provided. A Full Questionnaire may not be waived if loan has an appraisal waiver. Questionnaire Addendum is still required if Full Questionnaire is waived.

³ Required for FHA approved projects. Form HUD 9991 (Single-Unit Questionnaire). Not required to be completed by HOA or Property Manager. If a standard project Questionnaire is received, PRD will transfer the information to the HUD 9991 when requested.

⁴ Condo/ Co-op Questionnaire Addendum required for LCOR.

⁵ Provide a copy of Declaration/Master Deed and Bylaws if the project does not have a Master HOA Insurance Policy and property insurance is held by the individual unit owner. Individual unit property insurance allowed on detached without review of Declaration. Individual flood is allowed on detached and 2-4 unit projects without review of declaration.

⁶ Appraisal for detached can be on 1073 or 1004.