

# BAC FLORIDA BANK / WHOLESALE RATES

www.bacflorida.com/ratesheet

MAY 17, 2012

ALL LOANS WILL BE LOCKED AT LOAN SUBMISSION FOR **60 DAYS**

RESIDENTIAL FOREIGN NATIONAL AND DOMESTIC LOAN PROGRAMS  
SEE PROGRAM DESCRIPTION FOR ALL LOAN CRITERIA

**Loans over \$ 500,000 Reduce rate by 0.125**

BORROWER PAID BROKER COMP.			
3/1 ARM		5/1 ARM	
RATE	DISCOUNT POINTS	RATE	DISCOUNT POINTS
4.375%	0.00	4.875%	0.00

LENDER PAID BROKER COMP.			
3/1 ARM		5/1 ARM	
RATE	DISCOUNT POINTS	RATE	DISCOUNT POINTS
5.000%	0.00	5.375%	0.00

## BAC LENDER PAID BROKER COMPENSATION IS 2.00 %

Maximum Lender Paid Broker Compensation is \$50,000

- ❖ SEE LOAN PROGRAM DESCRIPTION FOR VENEZUELAN BORROWERS.
- ❖ ALL LENDER PAID LOANS HAVE A (3/2/1) PREPAYMENT PENALTY, PRIMARY RESIDENCE LOANS WILL BE (2/1).
- ❖ BORROWER PAID BROKER COMPENSATION LOANS HAVE NO PREPAYMENT PENALTY.
- ❖ 1 YEAR LIBOR INDEX - MARGIN 3.25% - 2/6 CAPS.
- ❖ NO ADD-ONS FOR INVESTMENT PROPERTY LOANS.
- ❖ 6% SELLER CONTRIBUTION ALLOWED TOWARDS BUYERS CLOSING COST AND PREPAIDS
- ❖ **REAL ESTATE TAXES WILL BE ESTIMATED AT 2.00% OF THE SALES PRICE ON PURCHASE TRANSACTIONS**

\*\*\* PRIMARY RESIDENCES \*\*\* SECOND HOMES \*\*\* INVESTMENT PROPERTIES \*\*\*

## LOAN TO VALUE (LTV) MATRIX

### SINGLE FAMILY RESIDENCES LTV

LOAN AMOUNT	PURCHASE – RATE & TERM REFINANCE	REFINANCE CASH OUT
\$100,000 - \$ 149,999	50%	50%
\$150,000 - \$ 199,999	65%	50%
\$200,000 - \$ 1,000,000	70%	50%
Over \$ 1,000,000	CASE BY CASE	50%

### CONDOMINIUM LTV

LOAN AMOUNT	PURCHASE – RATE & TERM REFINANCE	REFINANCE CASH OUT
\$100,000 - \$ 149,999	50%	50%
\$150,000 - \$ 199,999	65%	50%
\$200,000 - \$1,000,000	65%	50%
Over \$ 1,000,000	CASE BY CASE	50%

- NEW CONDO BUILDINGS MUST BE AT LEAST 50% CLOSED OR SOLD (UNDER CONTRACT TO CLOSE) OR A COMBINATION OF BOTH. IF THE CONDO IS NOT 50% CLOSED OR SOLD (UNDER CONTRACT TO CLOSE) OR A COMBINATION OF BOTH, THE MAXIMUM LTV IS 50%.
- CONDO QUESTIONNAIRE REQUIRED ON ALL CONDO LOANS

- **FOR ALL REFI CASH-OUT TRANSACTIONS THAT CLOSE WITHIN 6 MONTHS OF ORIGINAL CASH PURCHASE USE THE SAME LTV'S AS THOSE FOR RATE & TERM REFINANCE**

## KEY FEATURES

- ALTERNATE INCOME DOCUMENTATION FOR FOREIGN NATIONALS. SELF-EMPLOYED FOREIGN NATIONALS REQUIRE AN ACCOUNTANT'S LETTER WITH 2 YEARS OF INCOME AND A YTD FIGURE
- DOMESTIC BORROWERS REQUIRE FULL INCOME DOCUMENTATION (4506 REQUIRED)
- MINIMUM U.S. CREDIT SCORE FOR DOMESTIC BORROWERS IS 680
- CORPORATE TITLE ACCEPTABLE (SHELL CORPS ONLY)
- NO ESCROW WAIVERS ARE ALLOWED
- ALL LOANS MUST ESTABLISH AN ACH DEBIT FOR MORTGAGE PAYMENTS FROM A U.S. BANK. THE ACH DEBIT FORM MUST BE SIGNED PRIOR TO SCHEDULING CLOSING. A WAIVER OF THE ACH DEBIT PAYMENT REQUIREMENT WILL BE ALLOWED BY INCREASING THE RATE BY 1.00%
- PREPAYMENT PENALTIES ARE (3/2/1) 3% FIRST YEAR; 2% SECOND YEAR AND 1% THE THIRD YEAR. A PRINCIPAL REDUCTION OF 20% PER ANNUM IS ALLOWABLE WITH NO PENALTY
- BAC REQUIRES THE CASH TO CLOSE TO BE ON DEPOSIT IN A US BANK PRIOR TO CLOSING. SEE PROGRAM DESCRIPTION FOR CASH RESERVE REQUIREMENTS. THE BORROWER'S LIQUID ASSET POSITION MUST BE COMMENSURATE WITH THE BORROWER'S FINANCIAL STATEMENT AND INCOME LEVEL.

## LENDING AREAS

PRIMARY LENDING AREA	SECONDARY LENDING AREA <b>Max LTV 65% Minimum Loan Amount \$ 200,000</b>	
Miami Dade County	Naples	Stuart
Broward County	Marco Island	Jupiter Island
Palm Beach County	Bonita Springs	Vero Beach
Monroe County	Bonita Beach	Sarasota and Bradenton

## LOAN FEES

BAC FEES	AMOUNT	GFE. FEE LOCATION	HUD FEE LOCATION
Underwriting Fee	\$800.00	Block 1 Origination Charge	801
Tax Service Fee	\$187.00	Block 3 Required Services	806
Flood Certification	\$ 18.00	Block 3 Required Services	807
Appraisal	SEE BELOW	Block 3 Required Services	804

### DISCLOSING BROKER COMPENSATION ON THE GFE:

The GFE must reflect all Lender and Broker Fees and compensation regardless of who is paying them.

1. Borrower Paid transaction: Block #1 = Broker Origination Charge + Broker Processing Fees + BAC Underwriting Fee
2. Lender Paid transaction: Block #1 = Lender Paid Broker compensation + BAC Underwriting Fees  
Block #2 = Lender Paid Broker Compensation - BAC Loan points, if any. (Check the middle box)

Broker Processing Fees, including those paid to third party service providers, are considered compensation.

1. Borrower Paid transaction: Block #1 = These fees may be charged to the borrower provided they are included in the Broker compensation and disclosed in the GFE Block #1. They may not be itemized elsewhere on the GFE.
2. Lender Paid transaction: You may **NOT** charge any processing fees (including those paid to third party service providers).

## ESTIMATED APPRAISAL FEES

PURCHASE PRICE	APPRAISAL FEE
\$ 0.00 - \$500,000.00	\$ 375.00
\$ 500,000.00 - \$ 750,000.00	\$ 450.00
\$ 750,000.00 - \$ 1,000,000.00	\$ 750.00
\$ 1,000,000.00 - UP	CALL FOR QUOTE
SECONDARY LENDING AREAS	CALL FOR QUOTE

## BAC FLORIDA BANK CONTACT LIST

Jeff Gross	MANAGING DIRECTOR	305-789-8035 off 305-772-7960 cell	jgross@bacflorida.com
German Gonzalez	ACCOUNT EXECUTIVE	305-785-3905 cell	ggonzalez@bacflorida.com
Anne Lehner-Garcia	LOAN UNDERWRITING	305-789-8064	alehner-garcia@bacflorida.com
Ana Wilrycx	LOAN UNDERWRITING	305-789-8038	awilrycx@bacflorida.com
Marta San Martin	LOAN UNDERWRITING	305-789-8078	msanmartin@bacflorida.com
Vivian Jimenez	LOAN REGISTRATION	305-789-8036	vjimenez@bacflorida.com
Silvia Vasquez	LOAN REGISTRATION	305-789-8039	svasquez@bacflorida.com
Maria Morell	LOAN CLOSING	305-789-8083	mmorell@bacflorida.com
Merida Galceran	LOAN CLOSING	305-789-7085	mgalceran@bacflorida.com
Real Estate Fax		305-789-8042/3	

## COMMERCIAL REAL ESTATE LOAN PROGRAM

MINIMUM LOAN AMOUNT - \$500,000

MAXIMUM LOAN AMOUNT - CALL SCOTT HODSON

### LTV

PURCHASE/RATE & TERM - 70%      CASH OUT/REFINANCE - 50%

### TERMS

- 10 YEAR BALLOON, 25 YEAR AMORTIZATION, FIRST 5 YEARS FIXED AT 6.00%
- SECOND FIVE YEARS EQUAL TO 1 YEAR LIBOR RATE + 3.25% ADJUSTED YEARLY WITH A FLOOR OF 6%
- NO YSP
- COMMITMENT FEE 1%
- DSCR - 1.30X (OWNER OCCUPIED)
- DSCR - 1.25X (MULTIFAMILY)

### PREFERRED PROPERTY TYPES

\* MULTIFAMILY      \* OWNER OCCUPIED

- FOREIGN NATIONAL BORROWERS ARE WELCOME      • 72 HOUR PREQUALIFICATIONS
- 10-20 DAY COMMITMENTS      • 30 DAY CLOSING PERIOD

### CONTACTS

**Scott Hodson**

Office: 305-789-8067    Cell: 305-794-9022    shodson@bacflorida.com

**Roberto Ahlers**

Office: 305-789-7066    Cell: 305-905-7830    rahlers@bacflorida.com

ALL RATES, PROGRAMS AND TERMS ARE SUBJECT TO CHANGE WITHOUT NOTICE. SEE PROGRAM FOR FURTHER LOAN INFORMATION AND PARAMETERS. THIS INFORMATION IS FOR THE EXCLUSIVE USE OF BAC FLORIDA BANK MORTGAGE CORRESPONDENTS AND IS NOT ADVERTISED TO EXTEND CONSUMER CREDIT. AS DEFINED BY SECTION 226.2 OF REGULATION Z. IT IS NOT INTENDED FOR RELEASE TO CONSUMERS. **MEMBER FDIC**  
RATESHEETWHOLESALE 5/23/11/alg/mw



**BAC FLORIDA BANK  
RESIDENTIAL FOREIGN NATIONAL AND DOMESTIC  
LOAN PROGRAMS  
10/20/2011**

<b>Product Offering Types:</b>	<ul style="list-style-type: none"> <li>▪ 3/1 ARMs (Fully Amortizing)</li> <li>▪ 5/1 ARMs (Fully Amortizing)</li> </ul>
<b>Description:</b>	An adjustable rate mortgage based on the 1 year LIBOR defined as the average interbank offered rates for 1 year U.S. dollar-denominated deposits in the London market (“LIBOR”) as published in the Wall Street Journal. Interest rate renewals will utilize the most recent Index figure available as of the first business day of the month immediately preceding the month in which the change date occurs.
<b>Margin:</b>	The current margin is 3.25%.
<b>Caps:</b>	The interest rate may not increase or decrease by more than 2 percent above or below the previous rate. In addition, the interest rate has a life-of-loan cap of 6 percent above the initial interest rate.
<b>Terms:</b>	30 or 15 years
<b>Late Charge Fee:</b>	7% of overdue principal and interest payment if not paid within 10 calendar days of the due date
<b>Occupancy:</b>	<ul style="list-style-type: none"> <li>• Primary</li> <li>• Second Homes</li> <li>• Investment</li> </ul>
<b>Prepayment Penalties:</b>	Prepayment penalties are (3/2/1). 3% the first year; 2% the second year and 1% the third year. A principal reduction of 20% per annum is allowable with no penalty.
<b>Escrows:</b>	Escrow waivers are <b>NOT</b> allowed. No exceptions.
<b>Lending Areas:</b>	<b>Primary Lending Areas:</b> Dade, Broward, Palm Beach and Monroe counties. <b>Secondary Lending Areas:</b> Naples, Marco Island, Bonita Beach, Bonita Springs, Stuart, Vero Beach, Jupiter Island. <b>(Secondary Lending Area Max LTV 65% and \$200,000 minimum loan amount)</b>
<b>Multiple Loans To One Borrower:</b>	BAC will only make a maximum of two loans to any individual or family of individuals if the income is coming from the same business. The second loan’s LTV may not exceed 60% and both loans will be cross-defaulted.

<b>Acceptable Collateral Types:</b>	<p>For the purpose of this program acceptable collateral includes:</p> <ul style="list-style-type: none"> <li>▪ Single Family Homes,</li> <li>▪ Condominium,</li> <li>▪ 2-4 Family Properties,</li> <li>▪ Townhouses</li> </ul> <p><b>STUDIOS, EFFICIENCIES ARE NOT ACCEPTABLE COLLATERAL. CONDO HOTELS WILL BE CONSIDERED ON A CASE BY CASE BASIS.</b></p>
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<b>LTV MATRIX</b>			
<b>SINGLE FAMILY LTV</b>			
	LOAN AMOUNT	PURCHASE – RATE & TERM REFINANCE	REFINANCE CASH OUT
<ul style="list-style-type: none"> <li>• Primary Residences</li> <li>• Second Homes</li> <li>• Investment Properties</li> </ul>	\$100,000 - \$149,999	50%	50%
	\$150,000 - \$199,999	65%	50%
	\$200,000 - \$1,000,000	70%	50%
	Over \$1,000,000.	CASE BY CASE	50%
<b>CONDOMINIUM LTV</b>			
	LOAN AMOUNT	PURCHASE – RATE & TERM REFINANCE	REFINANCE CASH OUT
<ul style="list-style-type: none"> <li>• Primary Residences</li> <li>• Second Homes</li> <li>• Investment Properties</li> </ul>	\$100,000 - \$149,999	50%	50%
	\$150,000 - \$199,999	65%	50%
	\$200,000 - \$1,000,000	65%	50%
	Over \$1,000,000.	CASE BY CASE	50%

**Maximum LTVs: SEE SPECIAL GUIDELINES BELOW FOR VENEZUELAN BORROWERS**

<b>Special Guidelines for Borrowers from Venezuela :</b>	<ul style="list-style-type: none"> <li>▪ <b>Maximum LTV 65%</b></li> <li>▪ <b>Minimum Loan Amount \$200,000</b></li> <li>▪ <b>After closing reserve requirements must be equivalent to 100% of the loan amount. These reserves must be on deposit in a financial institution outside of Venezuela.</b></li> </ul>
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<b>Condominium Highlights:</b>	<ul style="list-style-type: none"> <li>▪ <b>NEW CONDO BUILDINGS MUST BE AT LEAST 50% CLOSED OR SOLD (UNDER CONTRACT TO CLOSE) OR A COMBINATION OF BOTH. IF THE CONDO IS NOT 50% CLOSED OR SOLD (UNDER CONTRACT TO CLOSE) OR A COMBINATION OF BOTH, THE MAXIMUM LTV IS 50%.</b></li> <li>▪ <b>Condo Questionnaires are required on all buildings.</b></li> </ul>
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<b>Documentation:</b>	<p>The following documentation is required to be present in the loan files prior to underwriting:</p> <ol style="list-style-type: none"> <li>1. Complete Residential Mortgage Application (FNMA 1003), signed and dated by the borrower and the interviewer. Complete executed 1003s must be received prior to scheduling closing.</li> <li>2. Self employed Foreign National borrowers require an Accountant/CPA Letter verifying income figures for the last two years and providing a year to date income figure. Salaried employees must provide a letter from the employer stating their current monthly salary or a valid pay stub. <p style="margin-left: 40px;">Domestic borrowers require full income documentation which may include; two years personal and/or corporate tax returns; paystubs; W2s or a standard VOE.</p> </li> <li>3. Factual Data Credit Report, accessing at least three repositories. (U.S. citizens and resident aliens must have a middle credit score of 680). Credit score exceptions can be approved by the Division Head of Real Estate Finance with the bank President, or in the absence of the President, his designee. <b>International Credit Reports are required on borrowers from Canada, Ireland and the United Kingdom.</b></li> <li>4. Mortgage Verification, when applicable</li> </ol>
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**Documentation Continued:**

5. Verification of Initial Down payment, cash to close, and reserves. Reserves must be equivalent to no less than 24 months of PITI and HOA on LTV's greater than 65%. 12 months of reserves are acceptable with an LTV of 65% or less. Reserves must be on deposit in economically stable countries. All cash to close must be on deposit in a US Banking Institution. The borrower's liquid asset position must be commensurate with the borrower's financial statement and income level. **GIFT FUNDS ARE NOT ACCEPTABLE.**
6. Escrow Letter (verification of down payment).
7. One letter of reference from a banking or financial institution, showing at least 24 months history and relationship status.
8. Fully Executed Sales Contract, when applicable.
9. Appraisal by an approved BAC Florida Bank appraiser. All appraisals must be addressed to BAC Florida Bank (To be ordered by BAC)
10. Copy of Borrower's passport and visa (when applicable), if foreign national, or copies of green card, if resident alien.
11. Borrowers must set up an Auto Payment Debit Account with a U.S. banking institution. Mandatory ACH for mortgage payments must be signed prior to scheduling closing and be accompanied by a cancelled check.
12. A Waiver of the ACH debit payment requirement will be allowed by increasing the rate by 1%

	<p>13. All letters, documents, and bank statements translated if necessary.</p> <p>14. Corporate title acceptable. (shell Corps. ONLY). All corporate owners must file applications and guarantee the debt.</p>
<b>Qualifying Ratios:</b>	The borrower's income must be plausible. Qualifying ratios should generally not exceed 30% for the primary housing expense / income ratio and 40% for the total obligation / income ratio.
<b>Credit Score:</b>	Quality credit is mandatory on all loans. Minimum United States credit score for domestic borrowers is 680.

**BAC FLORIDA BANK**  
**Loan Submission Sheet 2010**  
**ALL PAGES ATTACHED MUST BE COMPLETED BY SUBMITTING**  
**MORTGAGE BROKER WITH EACH FILE:**  
**ITEMS IN RED REFLECT LATEST REVISIONS TO GFE PROCEDURES**

Borrowers: (Individuals or Corp & Guarantor name): \_\_\_\_\_  
 Property address: \_\_\_\_\_

**CONTACT INFORMATION:**

**Mortgage Broker Co:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Processor:** \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Closing Agent:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Person to schedule appraisal inspection with:** \_\_\_\_\_  
 Indicate if a Realtor/Developer/Seller: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROVIDE ESTIMATED CLOSING DATE:** \_\_\_\_\_ **Possible mail away?:** \_\_\_\_\_  
 Loan amount requested: \$ \_\_\_\_\_ LTV: \_\_\_\_\_ % Term:  15 years  30 years  
 Occupancy:

- PRIMARY (only par pricing for primary residences)**
- SECONDARY
- INVESTMENT (Corp titles are considered investment purpose)

- Dates:**
- **Date Borrower signed application:** \_\_\_\_\_
  - **Date Mortgage Broker received and accepted application:** \_\_\_\_\_
  - **Date Broker issued and sent GFE/TIL as applicable:** \_\_\_\_\_ (date must be within 3 days of receipt of application from borrower)

ALL LOANS WILL AUTOMATICALLY BE LOCKED FOR 60 DAYS AT THE TIME OF FILE SUBMISSION. LOCK IN WILL BE BASED ON THE INFORMATION ON THE THIS SUBMISSION SHEET AND AS REFLECTED ON THE GOOD FAITH ESTIMATE. (REFER TO RATE SHEET FOR ACCURATE PRICING): **This form replaces BAC's old Lock in Form**

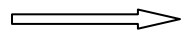
LOAN PROGRAM	BASED ON LOCK PERIOD	REASON FOR ADJUSTMENTS:	LOAN RATE	YIELD SPREAD PAID TO BROKER BY LENDER	Prepayment Penalty
<input type="checkbox"/> 3/1 yr arm <input type="checkbox"/> 5/1 yr arm	<input type="checkbox"/> 60 days	RATE SHEET PRICE:	%	% = \$	<input type="checkbox"/> YES, IF YSP PAID (NOT AVAILABLE ON PRIMARY RESIDENCES)
		INCREASE BY 1.00% IF NO ACH SET UP	+ %		
		TOTAL PRICE: %	%		

The undersigned agrees that this loan submission form has been completed based on the borrower's request and that all fees listed on this form and the initial GFE included with this submission are accurate to the best of my knowledge. Any dollar amount that is out of tolerance at closing/settlement based on the RESPA 2010 GFE/HUD guidelines will be deducted from the broker origination charge and credited to the borrower. By signing this loan submission I agree to these terms.

**Signature of Mortgage Broker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of person signing: \_\_\_\_\_ Company: \_\_\_\_\_

**MORTGAGE BROKER MUST CONTINUE TO NEXT PAGE TO COMPLETE GFE WORKSHEET. PLEASE READ ENTIRE FORM TO ENSURE YOUR FILE IS NOT RETURNED/DENIED FOR INACCURATE GFE DISCLOSURES.**



BAC FLORIDA BANK TO COMPLETE SECTION BELOW:

Date of lock: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Confirmed by BAC: \_\_\_\_\_  
 If original lock expires, loan must be relocked. BAC will determine if re-disclosures are applicable.

Borrowers: (Individuals or Corp & Guarantor name): \_\_\_\_\_

BAC FLORIDA BANK  
Loan Submission Sheet

**PLEASE READ ENTIRE FORM TO ENSURE YOUR FILE IS NOT RETURNED/DENIED FOR INACCURATE GFE DISCLOSURES**

BAC guide to completion of GFE : Refer to HUD website for instructions:

[http://www.hud.gov/offices/hsg/ramh/res/respa\\_hm.cfm](http://www.hud.gov/offices/hsg/ramh/res/respa_hm.cfm)

A Good Faith Estimate must not be re-issued unless approved by BAC. This will only occur due to changed circumstances or interest rate dependent changes if lock in expires and loan is re-locked. BAC will decide if re-disclosure will be done by Broker or BAC. Only charges which are affected by the changed circumstances or interest rate dependent changes can change when a re-disclosure is issued.

In the event of a changed circumstance, immediately contact Vivian Jimenez at [vjimenez@bacflorida.com](mailto:vjimenez@bacflorida.com) to request a changed circumstance approval and further instructions.

A revised TIL may also be required.

**Page 1 GFE:**

All sections of the GFE PAGE 1 must be completed accurately as applicable to loan and program description.

**-BORROWERS SHOULD NOT SIGN ANY PAGES OF THE GOOD FAITH ESTIMATE FORM AS PER RESPA**

-Name and address of Loan Originator (Broker Company) issuing the GFE must be reflected.

-Date of GFE must be within 3 days of receipt of the application. 1003 must clearly state method of application and date taken.

- In a face to face application, the dates signed by the Mortgage Broker and Borrower must be the same.
- Telephone and internet applications, the Mortgage Broker must indicate on the 1003 the date the interview was taken. Timing for issuance of disclosures will begin on that date. If the application form is signed by the borrower with a later date, the first date on the application will be considered the application date for timing of issuance of disclosures.
- Mail applications completed, signed and dated by borrower will be considered received by Mortgage Broker as of the date reflected by the Mortgage Brokers signature on the Application. On a mailed application this date should be after the date the borrower signed the application. Timing for disclosures will begin on the date it was received by the Mortgage Broker.

**Important Dates section:**

1. If rate is not locked in at time of GFE issuance=1 day. If rate is locked in=List actual expiration date of 30 day lock
2. Exactly 10 BUSINESS (not calendar) days from date of issuance of GFE
3. If rate is not locked in at time of GFE issuance=60 days. If rate is locked= NA
4. If rate is not locked in at time of GFE issuance=7 days. If rate is locked=NA

**Summary of your loan:**

Ensure that this section is completed in accordance with BAC pricing for loan program selected. Inaccurate calculations by your processing system are not acceptable. If you need assistance completing the ARM section please call Silvia, Lourdes or Vivian in our office prior to issuance.

**Page 4 GFE**

**Written List of Providers (Identified provider of Settlement Services List) MUST BE INCLUDED AS PAGE 4 OF GFE:**

Broker **MUST** include a 4<sup>th</sup> page to the GFE, identifying at least one provider of **each** Settlement Services:

- Settlement Agent/Title Agent
- Surveyor for **Blocks 4, 5 and 6.**

**Name, address, phone number and type of service provided must be listed.** This does not mean that the Broker is requiring or recommending the company.

**Important note regarding the Settlement Provider and tolerances:**

- If the borrower does use one of the companies listed on the list: **THE FEES IN BLOCKS 4 , 5 and 6 MAY NOT INCREASE BY MORE THAN 10% AT SETTLEMENT.**
- If the borrower does not use a company listed: **THESE CHARGES CAN CHANGE AT SETTLEMENT.**
- If BAC accepts the Good Faith Estimate and there was no 4<sup>th</sup> page Provider of Settlement Services List it will be assumed that the borrower was not allowed to select the provider and therefore, **THE FEES IN BLOCKS 4, 5 and 6 MAY NOT INCREASE BY MORE THAN 10% AT SETTLEMENT.**

**Written List of Providers**

- For Block 4 the loan originator may separate the services in the Written List of Providers to show providers that conduct settlements (or closings) separately from providers of lender's title insurance and the related services
- If Block 4 services are separated on the Written List of Providers, the associated estimated fee for the component service must be listed next to the header for the list of providers of that service
- The sum of the estimated fees for the two services must equal the amount in Block 4. Only two (2) categories of service providers may be listed: providers that conduct settlements (or closings) and providers of lender's title insurance and the related services.

Borrowers: (Individuals or Corp & Guarantor name): \_\_\_\_\_

BAC FLORIDA BANK

**Page 2 GFE: GFE WORKSHEET (Replaces old Broker Fee Demand Sheet)**

**THIS WORKSHEET MUST BE COMPLETED BY THE SUBMITTING MORTGAGE BROKER AS AN EXPLANATION OF THE GFE CALCULATIONS. FILES WITH INACCURATE WORKSHEETS OR INACCURATE GOOD FAITH ESTIMATES (MUST INCLUDE PAGE 4 IDENTIFIED LIST OF PROVIDERS) WILL BE RETURNED TO THE MORTGAGE BROKER WITHOUT REGISTRATION.**

SETTLEMENT FEES: List all fees even if P.O.C.

BLOCK 1: ORIGATION CHARGE:			THESE AMOUNTS MAY NOT INCREASE AT SETTLEMENT ONCE LOCKED IN	
DESCRIPTION OF FEE	PAYABLE TO:	PERCENT	AMOUNT	
Mortgage Broker fees must include all broker related origination charges	Mortgage Broker	%	\$	
Third party processing fee			\$	
YSP to be paid by BAC	Mortgage Broker	%	\$	
Lender Underwriting Fee	BAC		\$800.00	
<b>TOTAL BLOCK 1</b>			<b>\$</b>	
Note: Maximum Broker & Lender paid fee= 5%. Max Lender paid fee=\$37,500.00				

BLOCK 2: YOUR CREDIT OR CHARGE FOR THE INTEREST RATE CHOSEN:			THESE AMOUNTS MAY NOT INCREASE AT SETTLEMENT ONCE LOCKED IN	
If <u>PAR</u> pricing:	NA	NA	0.00	DO NOT LEAVE BLANK PUT ZERO
If <u>YSP</u> to be paid by BAC	Mortgage Broker	%	(\$ )	Must appear as a credit with either A – or ( ).

BLOCK A: YOUR ADJUSTED ORIGATION CHARGES:			THESE AMOUNTS MAY NOT INCREASE AT SETTLEMENT ONCE LOCKED IN	
<b>TOTAL BLOCK A</b>			<b>\$</b>	Difference of B1-B2

BLOCK 3: REQUIRED SERVICES THAT WE SELECT:		THESE FEES MAY NOT INCREASE BY MORE THAN 10% AT SETTLEMENT		
Appraisal Fee (see rate sheet)	As selected by Lender		\$ (see rate sheet)	If borrower is a Resident of the US do not collect fee until the 4 <sup>th</sup> day after sending TIL.
Credit Report Fee			\$	As selected by Broker
Tax Service Fee	First American Tax Service		\$187.00	(may be less at closing)
Flood Certification Fee	First American Flood Service		\$18.00	
Condo Questionnaire			\$	Payable to HOA or management co
<b>TOTAL BLOCK 3</b>			<b>\$</b>	

BLOCK 4: TITLE SERVICES & LENDER'S TITLE INSURANCE		<b>Important note regarding the Settlement Provider and tolerances. See last section below.</b>		
Settlement fee	Closing agent		\$	
Lender's title ins premium	Closing agent		\$	
Endorsements to Lender's title ins premium (Need this figure separately as this is not a finance charge) to accurately disclose APR as applicable.	Closing agent		\$	
*All other title services Title exam/evaluation, preparation and issuance of commitment, clearing of underwriting objections, preparation and issuance of policy, settlement agent's processing & administrative services (document delivery, preparation and copying, wiring, and notary).	Closing agent or other settlement service provider		\$	
<b>TOTAL BLOCK 4</b>			<b>\$</b>	

BLOCK 5: OWNER'S TITLE INSURANCE (EVEN IF SELLER PAID)		<b>Important note regarding the Settlement Provider and tolerances. See last section below.</b>		
Owner's Title Insurance	Closing agent		\$	
<b>TOTAL BLOCK 5</b>			<b>\$</b>	

BLOCK 6: REQUIRED SERVICES YOU CAN SHOP FOR:		THESE FEES CAN CHANGE AT SETTLEMENT IF BORROWER SELECTED COMPANY		
Survey	Surveyor		\$	

BLOCK 7: GOVERNMENT RECORDING CHARGES		THESE FEES MAY NOT INCREASE BY MORE THAN 10% AT SETTLEMENT		
<b>TOTAL BLOCK 7</b>			<b>\$</b>	Based on max possible riders should not exceed 25 pages est \$214

Borrowers: (Individuals or Corp & Guarantor name): \_\_\_\_\_

BLOCK 8: TRANSFER TAXES (EVEN IF SELLER PAID)		THESE FEES <u>MAY NOT INCREASE BY MORE THAN 10% AT SETTLEMENT</u>		
Documentary Stamps on Deed			\$	-If contract <b>does not say</b> Seller will pay the taxes on the deed or it's unknown who will pay, this amount must be included here and on the GFE . On HUD-1, pg 2, it will be on <b>Borrower</b> columns. If after disclosure it is determined the Seller will pay then it will <b>ALSO</b> appear on the HUD-1, page 1 as a credit to Borrower and charge to Seller. -If a developer contract  -If contract <b>says Seller will pay</b> this amount then do <b>NOT</b> include here or on the GFE. On HUD-1, pg 2, it will be on <b>Sellers</b> column.
Documentary Stamps on Mtg			\$	
Intangible Tax on Mtg			\$	
<b>TOTAL BLOCK 8</b>			<b>\$</b>	

BLOCK 9	Completed as applicable and accurately. If condo select taxes. If SFD select both taxes and insurance.
BLOCK 10	Completed as applicable. Must state an estimated closing date & calculations be accurate for number of days.
BLOCK 11	Completed as applicable and accurately. Include Hazard, Windstorm and Flood insurance estimate as applic.

**Page 3 GFE**

- Using the Tradeoff table: Only the first column must be completed. **MUST BE ACCURATE** with totals from first page.
- Using the Shopping cart: This section is **OPTIONAL**. If you fill it out it **MUST BE ACCURATE** with terms of loan from first page.

End of Worksheet.

Borrowers: (Individuals or Corp & Guarantor name): \_\_\_\_\_

**DOCUMENTATION CHECKLIST**

The following list of documentation has been provided as a stacking order guide.

<b>IN FILE</b>	Additional documentation may be required at the Underwriter's discretion. <u>All files are to be submitted in a file folder with original documentation acco fastened to right side of the file. Incomplete packages will delay underwriting review.</u>
	<b>BROKER EXPLANATION LETTER</b> (if applicable) - Explain any non-confirming characteristics, compensating factors and/or exception requests, if any
	<b>ASSIGNMENT LETTER</b> - On Broker's letterhead, signed, dated, referencing borrowers name & property address.
	<b>TYPED FORM 1008</b>
	<b>TYPED FORM 1003 APPLICATION:</b> Must reflect updated and verified information. Government Monitoring Section should be the same as on the original handwritten application.
	<b>ORIGINAL INITIAL FORM 1003 APPLICATION</b> – Must be signed and dated by Borrower and Broker. Please ascertain that it is complete including "present address" and "employment address" (NO P.O. boxes allowed). Borrower's "type of business" and "position" must be indicated under employment section. Income must be stated on page two. Government Monitoring Section must be completed in accordance with the Home Mortgage Disclosure Act and Equal Credit Opportunity Act.
	<b>COPY OF BORROWER'S ID:</b> -Foreign National : Valid Visa and Passport if living in the United states also include: Driver's License -Permanent Resident Alien: Green Card and Driver's License United States Citizen: Driver's License
	<b>Borrowers email address:</b> _____
	<b>Copy of Business Card &amp; Borrowers business website</b> (for self employed borrowers if available): _____
	<b>FOREIGN NATIONALS: Documentation confirming home address:</b> Such as Utility Bill, Credit Card Statement or Bank statement
	<b>SATISFACTORY US FACTUAL CREDIT REPORT:</b> (If NRA's from the U.K, Ireland & Canada include Factual Intl Credit Report).
	<b>Original Banking Reference Letters :</b> One original personal banking reference letter (US or foreign bank). Letter of reference is be on company letterhead with address and phone number, dated and executed by the appropriate parties. Letter must include how the account is titled, type of account, account number, when it was established (must have been open for a minimum of 2 years. English translations are to be placed in front of the reference letters and signed, dated and certified by a translator.
	<b>Asset Verification:</b> (See program description and 2010 May Bulletin for requirements for borrowers from Venezuela). Verification of Initial Down payment, cash to close, and reserves equivalent to no less than 24 months of PITI and HOA when applicable. All cash to close must be on deposit in a US Banking Institution. The borrower's liquid asset position must be commensurate with the borrower's financial statement and income level. <b>GIFT FUNDS ARE NOT ACCEPTABLE.</b>
	<b>INCOME VERIFICATION FOR FOREIGN NATIONAL BORROWERS:</b> <ul style="list-style-type: none"> <li>• <b>IF SELF-EMPLOYED: ORIGINAL ACCOUNTANT LETTER-</b> Letter must explain borrower's source of income and must include previous two years of income and current YTD income. All letters of reference are to be on company letterhead, dated &amp; executed by the appropriate parties. English translations are to be placed in front of the reference letters and signed, dated and certified by a translator.</li> <li>• <b>SALARIED EMPLOYEE:</b> Letter from Employer stating current monthly salary and a valid pay stub if applicable.</li> <li>• <b>RENTAL INCOME CAN NOT BE USED FOR QUALIFYING FOR THE LOAN</b></li> </ul>
	<b>INCOME VERIFICATION FOR DOMESTIC BORROWERS:</b> <ul style="list-style-type: none"> <li>• Full income documentation which may include two years personal and corporate (if applicable) income tax returns, pay stubs, W2's and/or a Standard VOE.</li> <li>• An original signed form 4506 is required on all applicants. It must be included in the file at the time of submission.</li> <li>• <b>RENTAL INCOME CAN NOT BE USED FOR QUALIFYING FOR THE LOAN</b></li> </ul>
	<b>PURCHASE/SALE AGREEMENT</b> - All pages including addendums and fully executed by all parties. Required for appraisal order.
	<b>ESCROW LETTER</b> - Held by third party, on company letter held signed and dated.
	<b>CONDO QUESTIONNAIRE-</b> All Condominium loans require BAC's Condo Questionnaire form to be submitted at the time of submission. <b>Must include a copy of last year's and the most current budget for the association.</b>
	<b>ORIGINAL APPRAISAL</b> – BAC Florida Bank will order the appraisal on all files. Refer to BAC's Rate Sheet for the estimated fee for the appraisal. This fee is estimated and may vary due to complexity of actual appraisal. The Mortgage Broker must hand deliver a check payable to BAC Florida Bank for the quoted fee amount. Upon receipt of the fee BAC will order the appraisal. The submitted file will be approved as "Credit Only" until Appraisal is Received. If borrower is a Resident of the U.S. the appraisal fee cannot be collected until the TIL has been received by the borrower. This is no earlier than 3 business days from issuance.
	<b>CORPORATE DOCUMENTS (IF APPLICABLE):</b> BAC accepts certain corporations established for the purpose of owning the subject real estate to take title. Provide copies of all corporate documents including Articles of Incorporation, By Laws, Tax ID#, Certificate of Good Standing, Operating Agreement for LLC's, Shares Registry. All shareholders must personally guarantee the loan. If corporate borrower is owned by another entity copies of owning entity documents must be submitted with application.
	<b>Automatic Payment Authorization:</b> Borrower to provide automatic payment authorization for mortgage payments from a U.S. bank account. Signed ACH form and voided check required prior to scheduling closing.
	<b>GOOD FAITH ESTIMATE, TIL DISCLOSURE, OTHER APPLICABLE DISCLOSURES</b> – All files must be submitted with all applicable disclosures based on the most current regulatory changes. <ul style="list-style-type: none"> <li>➢ Lender reserves the right not to accept an application due to inaccurate Good Faith Estimate. The GFE must be dated within 3 days of the application date and include a List of the Identified Providers of settlement and title services. Refer to the Good Faith Estimate Worksheet as part of this Submission Sheet for guidance.</li> <li>➢ RE-disclosure of the Good Faith Estimate is only allowed due to changed circumstances which will be determined and approved by Lender. Lender will determine if Broker or Lender are to re-disclose if applicable.</li> <li>➢ <input type="checkbox"/> Truth-in Lending Disclosure Statement (must accurately reflect the arm period (12, 36, 60), prepayment penalty if applicable.</li> <li>➢ <input type="checkbox"/> Copy of Executed Mortgage Broker Fee Agreement listing all broker fees must be executed and in file.</li> </ul>

# 2010 BULLETIN

**March 2010**

**Due to recent RESPA and TIL changes, we have made changes to our loan submission process.**

Please refer to HUD's RESPA website, [www.hud.gov/offices/hsg/ramh/res/respa\\_hm.cfm](http://www.hud.gov/offices/hsg/ramh/res/respa_hm.cfm) for more detailed information on RESPA guideline changes including samples of the new Good Faith Estimate (GFE) and Settlement Statement (HUD1), instructions on completing these forms, restrictions on fee increases from the final GFE to settlement, as well as new terms and definitions.

Approved BAC Mortgage Brokers will be responsible for complying with all new RESPA regulations and disclosure requirements. Failure to provide complete, accurate and timely information and documentation on a transaction as required by the new RESPA guidelines may result in (1) rejection of the loan submission package or (2) partial or full forfeiture of your broker origination charges, (Yield Spread Premium) (shown as a credit to the borrower) at time of closing.

The Submission Sheet will be considered incomplete and unacceptable without the signature of an authorized representative of your company. An authorized representative of your company must:

- Certify that appropriate disclosures were provided to the borrower as required by the applicable regulatory agencies
- Acknowledge completion, accuracy and timing of the GFE and TIL provided to the borrower
- Acknowledge and authorize BAC Florida Bank to deduct the dollar amount that exceeds any allowed tolerance at closing/settlement (based on a comparison of the final GFE to the HUD) from your broker origination charges and credit it to the borrower.

## **New required forms:**

- **Submission Sheet 2010** (New format is 4 pages and requires Mortgage Broker to complete in it's entirety) Form provides a Worksheet for the breakdown of charges on the GFE.

## **Forms no longer available:**

- **Broker Fee Demand Sheet**
- **Lock In form (unless loan is a 2009 submission)**

## **Good Faith Estimates**

**Your initial GFE to the borrower will be the binding GFE. As the lender, we require all sections of the GFE to be complete, accurate and correspond to the loan terms and fees noted on the Loan Submission Sheet and the Loan Application. The Loan Submission may be rejected by BAC Florida Bank as invalid if the GFE, Loan Submission Sheet and Loan Application do not match.**

- Your initial GFE must be provided to the Borrower within three business days of receipt of the application.

## **GFE Page 1 Section: Important Dates:**

- (1) The interest rate and price will be locked upon **receipt** of the Loan Submission by BAC. Therefore this date must be 30 days. Use caution selecting an interest rate date beyond the GFE date or loan submission date as the interest rate and price may no longer be available.
- (2) Select a date of 10 business days (not calendar days).
- (3): Select a lock period of **30 days**.
- (4): Since loan will be locked in at time of loan submission, this field would be **NA**.

## **Summary of Loan:**

- The loan amount, loan term, initial interest rate and monthly payment must be complete and accurate.
- BAC products are ARM's therefore rate and payment change sections must be complete and accurate. Where requested, you must show an estimated payment at first adjustment date calculated using the initial rate plus the 2% annual cap and remaining loan term. The maximum rate and payment amount loan can rise to will be calculated using 6% above initial rate (life cap).
- If loan has a Prepayment penalty the maximum is 3% of the initial loan amount.
- All BAC loans have an Escrow account.

## **Change Request (Loan Terms and/or Fees)**

If the loan submission is accepted, we will be bound by the fees disclosed on your initial GFE except in certain situations where there are changed circumstances associated with the loan. In the event a changed circumstance occurs, BAC Florida Bank will determine if the changed circumstance requires a re-disclosure of the GFE or TIL. BAC will either request you to re-disclose a revised GFE or BAC will issue the disclosure within 3 business days of evaluating the changed circumstance information. If a revised GFE is provided, any increase in charges will be limited to only those charges where the changed circumstance resulted in a higher charge.

**You must notify BAC Florida Bank promptly of any known changed circumstances, including borrower requested changes, which would result in an increased fee. BAC will advise on how to proceed.**

**CONDO QUESTIONNAIRE**  
**CONDOMINIUM/PUD WARRANTY LETTER**

**CONDOMINIUM NAME:** \_\_\_\_\_  
**CONDOMINIUM ADDRESS:** \_\_\_\_\_ **UNIT #** \_\_\_\_\_  
 \_\_\_\_\_, FI \_\_\_\_\_  
**APPLICANT(S) NAME:** \_\_\_\_\_

We have received an application for a mortgage loan on the above-mentioned condominium unit. Please complete the following questions and provide us with the documentation requested. Upon completion, please have an authorized individual sign and date this form, and **return to BAC FLORIDA BANK along with a copy of last year's and the most current budget for the association**, for approval.

1. IS THE CONDOMINIUM SUBJECT TO ADDITIONAL PHASING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. ARE ALL UNITS IN THE CONDOMINIUM OWNED FEE SIMPLE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. ARE THERE WEEKLY OR DAILY RENTALS PERMITTED WITHIN THE PROJECT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. DOES THE PROJECT HAVE A RENTAL/RESERVATION DESK ON THE PREMISES	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. DOES ANY SINGLE ENTITY OR INDIVIDUAL OWN MORE THAN 10% OF THE CONDOMINIUM UNITS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES: Name of entity/individual: _____ % owned: _____		
6. IS THIS CONDOMINIUM A CONVERSION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, INDICATE CONVERSION DATE: _____		
7. HAS CONTROL OF THE OWNERS ASSOCIATION BEEN TURNED OVER TO THE UNIT OWNERS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES INDICATE DATE: _____		
8. DOES THE PROJECT CONTAIN COMMERCIAL SPACE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, NUMBER OF UNITS: _____ OR TOTAL SQUARE FEET: _____		
9. IS THE CONDO OR HOMEOWNER ASSOCIATION CURRENTLY INVOLVED IN ANY SORT OF LITIGATION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES EXPLAIN: _____		
10. DOES THE ASSOCIATION HAVE ANY EMPLOYEES:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11. IF CONDO WAS CONSTRUCTED IN SEPARATE PHASES, HAS A CONSOLIDATED MASTER DEED BEEN ESTABLISHED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, HAS THE DEED BEEN RECORDED: YES <input type="checkbox"/> NO <input type="checkbox"/>		
12. IS THERE A SPECIAL ASSESMENT PENDING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES EXPLAIN: _____		
13. IS THE CONDO CURRENTLY UNDER CONTRACT TO A MANAGEMENT COMPANY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14. WHAT IS THE AMOUNT OF FIDELITY BOND COVERAGE? \$ _____		
15. NUMBER OF UNITS IN THIS PROJECT: _____		
16. NUMBER OF UNITS CLOSED: _____		
17. NUMBER OF UNITS SOLD AND NOT CLOSED: _____		
18. NUMBER OF UNITS INVESTOR OWNED: _____		
19. NUMBER OF UNITS OWNER OCCUPIED AS PRINCIPAL RESIDENCE: _____		
20. NUMBER OF UNITS OCCUPIED AS SECOND HOME: _____		
21. NUMBER OF UNITS RENTED: _____		
22. WHAT IS THE MONTHLY UNIT ASSOCIATION FEE FOR THE UNIT LISTED ABOVE: _____		
23. NUMBER OF UNITS DELINQUENT ON ASSOCIATION FEE MORE THAN 30 DAYS: _____		
24. NUMBER OF UNITS FORECLOSED OR PENDING FORECLOSURE: _____		
INSURANCE AGENT NAME: _____ INSURANCE AGENT PHONE: _____		
Completed by (signature): _____ Date: _____		
Print name: _____ Title: _____		
Phone: _____ email: _____		
<b>Please remember to include a copy of last year's and the most current budget for the association.</b>		



169 Miracle Mile, R-10  
Coral Gables, Florida 33134  
USA

Phone: 305-789-8039  
Fax: 305-789-8043

www.bacflorida.com

M E M O R A N D U M

DATE : 7/14/06  
TO : MORTGAGE BROKERS/CLOSING AGENTS  
FROM : MORTGAGE LENDING DEPARTMENT  
RE : MORTGAGEE CLAUSE

PLEASE BE ADVISED THAT OUR MORTGAGEE CLAUSE AND MAILING ADDRESS FOR TITLE COMMITMENTS & TITLE POLICIES SHOULD READ AS FOLLOWS:

BAC FLORIDA BANK, ITS SUCCESSORS AND/OR ASSIGNS, ATIMA  
169 Miracle Mile, R-10  
Coral Gables, Florida 33134

MORTGAGEE CLAUSE AND MAILING ADDRESS FOR ALL INSURANCE POLICIES SHOULD READ AS FOLLOWS:

BAC FLORIDA BANK, ITS SUCCESSORS AND/OR ASSIGNS, ATIMA  
C/o Dovenmuehle Mortgage Inc.  
P.O. Box 57046  
Irvine, CA. 92619-7046  
Phone: (866) 685-2664 OR (847) 550-7300 (if calling out of the U.S.)  
Facsimile: (949) 457-1338

MORTGAGE PAYMENTS SHOULD BE FORWARDED TO:

BAC FLORIDA BANK c/o Dovenmuehle Mortgage Inc.  
P.O. Box 0054  
Palatine, IL. 60055-0054  
Phone: (866) 685-2664 OR (847) 550-7300 (if calling out of the U.S.)  
Facsimile: (847) 330-8066

CUSTOMER SERVICE INQUIRIES ON YOUR LOAN SHOULD BE ADDRESSED TO:

BAC Florida Bank c/o Dovenmuehle Mortgage Inc.  
1 Corporate Drive  
Suite 360  
Lake Zurich, IL 60173-4982  
Phone: (866) 685-2664 OR (847) 550-7300 (if calling out of the U.S.)  
(*Spanish speaking customers should press extension number 3346*)  
Facsimile: (847) 550-7393

IF YOU SHOULD HAVE ANY QUESTIONS ON A LOAN IN PROCESS, PLEASE CONTACT THE MORTGAGE LENDING DEPARTMENT AT (305) 789-8039.

THANK YOU.

PBFLN/DOCS/MORTGAGEE CLAUSE





# Request for Transcript of Tax Return

(Rev. January 2011)

OMB No. 1545-1872

Department of the Treasury  
Internal Revenue Service

► **Request may be rejected if the form is incomplete or illegible.**

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
--	---

<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return
---	--

**3** Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)

**4** Previous address shown on the last return filed if different from line 3 (See instructions)

**5** If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

**Caution.** If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

**6** **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ►

**a** **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

**b** **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days. . . . .

**c** **Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . .

**7** **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

**8** **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days . . . . .

**Caution.** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

**9** **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

<b>Sign Here</b>		Date	
	Signature (see instructions)		
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

## General Instructions

**Purpose of form.** Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

**Tip.** Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

**Where to file.** Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAVS teams, send your request to the team based on the address of your most recent return.

**Automated transcript request.** You can quickly request transcripts by using our automated self help-service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Order a Transcript" or call 1-800-908-9946.

### Chart for individual transcripts (Form 1040 series and Form W-2)

#### If you filed an individual return and lived in:

#### Mail or fax to the "Internal Revenue Service" at:

Florida, Georgia (After June 30, 2011, send your transcript requests to Kansas City, MO)	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
--	---

Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301  512-460-2272
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Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888  559-456-5876
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Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999  816-292-6102
--	--

## Chart for all other transcripts

#### If you lived in or your business was in:

#### Mail or fax to the "Internal Revenue Service" at:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409  801-620-6922
--	--

Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250  859-669-3592
--	--

**Line 1b.** Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 3.** Enter your current address. If you use a P. O. box, include it on this line.

**Line 4.** Enter the address shown on the last return filed if different from the address entered on line 3.

**Note.** If the address on Lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

**Line 6.** Enter only one tax form number per request.

**Signature and date.** Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

**Individuals.** Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Corporations.** Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

**Partnerships.** Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

**All others.** See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

### Privacy Act and Paperwork Reduction Act

**Notice.** We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.