



# STATE OF ALABAMA STATE BANKING DEPARTMENT



## MORTGAGE LOAN FILE STACKING ORDER

*(Processors should maintain items #1-20; Lenders & Brokers: #1-36; Servicers: #26, 29, 37-44)*

The following documentation should be maintained in each borrower's file for the Examiner's review:

1. Loan Summary (Form 1008, HUD 92900, VA 26-0286, USDA)
2. Signed Closing Disclosure
3. Loan Estimate (Copies of all Loan Estimate + documentation of changed circumstances).
4. Initial Loan Application (Form 1003)
5. Final Signed Loan Application (Form 1003)
6. Verification of Employment/Self-employment, if required to Close
7. Verification of Income, if required to Close
8. Verification of Deposit, if required to Close
9. Verification of Mortgage/Rent, if required to Close
10. Credit Explanation Letters/Bankruptcy papers, if required to Close
11. Turned-Down Letters
12. Customer Broker Agreement (for brokered loans)
13. Servicing Disclosure
14. Equal Credit Opportunity Act Disclosure
15. Privacy Notice
16. List of Homeownership Counseling Organizations §1024.20
17. Certificate of HECM Counseling, if Reverse Mortgage or HOEPA
18. Borrower's Authorization to pull credit report
19. Credit Report
20. Credit Report Invoice(s)
21. Appraisal
22. Paid appraisal invoice (or copy of appraisal invoice and check used to pay it)
23. Lenders Title Policy with premium amount listed or title invoice
24. Owners Title Policy (if applicable) with premium amount listed or title invoice
25. Flood certification & Courier fees
26. Copy of *recorded* Mortgage (If E-filed a copy of recording report showing fees)
27. Copy of *recorded* Deed
28. Lock in Agreement and Rate Sheet for that day (conforming); pre-grade sheet for non-conforming
29. Copy of the Note
30. Copy of the Real Estate contract (for purchases)
31. Notice of Right To Rescind (for refinances)
32. Copy of the Mortgage Broker's compensation check
33. Affiliated Business Disclosure (as required)
34. FBI Mortgage Fraud Warning Notice (A borrower-signed copy in every closed loan file.)
35. Explanation of Nontraditional Mortgage Products (An initialed copy for each nontraditional closed loan, except not required for 15 year fixed-rate or for traditional adjustable rate.)
36. Nontraditional Mortgage Payment Comparison (An initialed copy for each nontraditional closed loan, except not Required for 15 year fixed-rate or for traditional adjustable rate.)
37. Notice of Servicing Transfer ("Welcome Letter and Good Bye")
38. All Loan Modification(s)
39. All ARM Change Notices
40. Payment History (with allocation of Principal & Interest and declining Balance)
41. Invoices for Property tax and Insurance
42. Annual Escrow Statement(s) & PMI Notice(s)
43. Payoff Statement
44. Copy of the *recorded* Release