



Funding Partners
330 S. College Avenue Suite 400
Fort Collins, CO 80524
970.494.2021 970.494.2022 Fax
info@fundingpartners.org

Manufactured Home Financing Loan File Checklist

Please fax or email the following documents to our office for review:

- _____ **Submit online application:** <http://fundingpartners.org/loan-programs/>
- _____ **Signed E-Consent & Borrower's Authorization (attached)**
- _____ **Submit Credit Report fee payment (online or check)**
- _____ **Income Verification (Last federal tax return*, plus W-2's, plus 30-day pay stubs)**
*for self employed borrowers 2 years tax returns and YTD P&L
- _____ **Last 2 months of all bank statements-checking, savings and all other accounts**
- _____ **Copy of Photo ID's for borrowers**
- _____ Copy of Manufactured Home Title of Ownership
- _____ Copy of Manufactured Home Sales Contract or Purchase Order
- _____ Copy of Manufactured Home Park Lease
- _____ Copy of Tax Authentication/Certification from Treasurer's office (obtained by Seller)
- _____ Home Ownership Training Certificate (copy)
- _____ Hazard Insurance Quote

Primary Borrower: _____

Co-Borrower: _____

Email: _____

Email: _____

Amount Requested: _____

Seller Contact Info: _____

Representative Name: _____

Phone: _____

E-Mail: _____

Hazard Insurance Agent: _____

(Please provide name of insurance agency providing coverage)

Phone: _____

Fax: _____

Comments: _____

ESIGN DISCLOSURES AND CONSENT

Federal law requires you receive certain disclosures and information about the products, services or accounts you may receive or access in connection with your relationship with us ("Required Information"). With your consent we can deliver Required Information to you by a) displaying or delivering the Required Information electronically; and b) requesting that you print or download the Required Information and retain it for your records.

This notice contains important information before you consent to electronic delivery of Required Information. Your consent also permits the general use of electronic records and electronic signatures in connection with the Required Information.

After you have read this INK-it Disclosures and Consent, if you agree to receive Required Information from us electronically, and if you agree to the general use of electronic records and electronic signatures in connection with our relationship, please "SIGN" below.

Statement of electronic disclosures: Funding Partners

**330 S. College Avenue, Suite 400
Fort Collins, CO 80524**

If you consent to electronic disclosures, that consent applies to all Required Information we give you or receive from you in connection with our relationship and the associated notices, disclosures, and other documents.

You agree to print out or download Required Information when we advise you to do so and keep it for your records. If you are unable to print or download any Required Information, you may call us and request paper copies. If you need to update your e-mail address or other contact information with us, you may do so by calling us and requesting necessary updates.

Your consent does not mean that we must provide the Required Information electronically. We may at our option deliver Required Information on paper. We may also require that certain communications from you be delivered to us on paper at a specified address.

Required Software/Hardware

Hardware and software minimum requirements to access and store the electronic information:

- Hardware/Devices: iOS; Android; Windows
- Operating System: Windows XP, Vista, 7, 8, 8.1; Mac OS X
- Browsers: Internet Explorer 8, 9, 10, 11; Chrome; Firefox; Safari (MacOS); Opera
(Note: Cookies must be enabled)
- Software: Adobe Acrobat or similar software to view PDF files

If you do not have the required software and/or hardware, or if you do not wish to use electronic records and signatures for any other reason, you can request paper copies of the Required Information to be sent to you by calling us.

Withdrawing Consent

If you would like to withdraw your consent to receive future documents electronically and would prefer paper copies, please call us. If you withdraw your consent to receive documents electronically, the electronic service you are using will become unavailable to you, and your consent will not affect the validity or enforceability of prior electronic documents you received.

I have read the information about the use of electronic records, disclosures, notices, and e-mail, and consent to the use of electronic records for the delivery of Required Information in connection with our relationship. I will be able to view this information using my computer and software. I have an account with an internet service provider, and I am able to send e-mail and receive e-mail with hyperlinks to websites and attached files. I also consent to the use of electronic records and electronic signatures in place of written documents and handwritten signatures.

Borrower:

Date:

Borrower Email: _____

Co-Borrower:

Date:

Co-Borrower Email: _____

Borrower Signature Authorization

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

Part I - General Information

1. Borrower(s)		2. Name and address of Lender/Broker Funding Partners 330 S. College Avenue, Suite 400 Fort Collins, CO 80524 TEL: (970) 494-2021 FAX: (970) 494-2022	
3. Date	4. Loan Number		

Part II - Borrower Authorization

I hereby authorize the Lender/Broker to verify my past and present employment earnings records, bank accounts, stock holdings, and any other asset balances that are needed to process my mortgage loan application. I further authorize the Lender/Broker to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a copy of this form will also serve as authorization.

The information the Lender/Broker obtains is only to be used in the processing of my application for a mortgage loan.

Borrower

Date

Borrower

Date