



# ODF+ BROKER SUBMISSION CHECKLIST

**BROKER APPROVAL** required before a submission can be processed

## REQUIRED CITADEL FORMS

### CSC ODF+ LOAN SUBMISSION FORM

- ▶ List entity name if submitting under a business
- ▶ All owners of business entity with  $\geq 20\%$  ownership required to be listed

### ORIGINATOR'S STATEMENT OF INFORMATION

### ORIGINATOR'S STATEMENT OF INFORMATION ANTI-STEERING

### BORROWER'S CERTIFICATION & AUTHORIZATION (OR SIGNED 1003)

### CSC BROKER LOAN COST & FEES ITEMIZATION

### CSC E-CONSENT

- ▶ *Must be legible, signed and dated by borrower(s) with complete legal printed name(s) and email address(es) for borrower(s).*

### **CSC RENT ROLL FORM**

- ▶ Use [Commercial Rent Roll Form](#) for **Mixed Use Properties**
- ▶ Use [Multi-family Rent Roll Form](#) for **5+Unit Properties**

### CSC PROPERTY MANAGEMENT QUESTIONNAIRE

### CSC PROPERTY OPERATING STATEMENT

## OTHER REQUIREMENTS FOR SUBMISSION:

**FANNIE MAE 3.2 FILE** (.FNM format not a .PCF file)

### **1003**

- ▶ 1003 must reflect NMLS# for the specific office location listed
- ▶ **If applicable:** Submit one (1) 1003 for the business entity and one for each guarantor separately

### **BROKER CREDIT REPORT**

### **ENTITY DOCUMENTATION (IF APPLICABLE)**

- ▶ Certificate of good standing
- ▶ Operating Agreement
- ▶ Articles of Incorporation

### **RENT VERIFICATION**

- ▶ Current lease agreements

Note: Any applications for loans, and any documents, forms and/or information in support thereof ("Loan Application") emailed to your Account Executive shall not be considered a loan submission. Upon speaking with your Account Executive, you will be advised of the process and procedures for submitting a Loan Application to Citadel Servicing Corporation. Should you have questions regarding TIL -RESPA Integrated Disclosures and how they impact your business, please contact your legal counsel.



# CITADEL

SERVICING CORPORATION

## **PURCHASE CONTRACT (IF APPLICABLE)**

- ▶ Subject property address/purchase price must match 1003
- ▶ Provide **ALL** (if any) Addendums and/or Counter Offers

## **PRELIMINARY TITLE REPORT**

- ▶ *FULL ALTA POLICY – short form not accepted; effective date no earlier than 60 days from submission date*

## **PROOF OF LIQUIDITY**

- ▶ Two months consecutive bank/account statements

## **AND/OR APPRAISAL (IF AVAILABLE, color PDF only)**

## **TWO GOVERNMENT ISSUED ID'S:**

- ▶ *Copy of state issued ID or passport for U.S. residents and copy of their Social Security Administration card*

## **EVIDENCE OF PROPERTY INSURANCE FOR SUBJECT PROPERTY**

## **MORTGAGE STATEMENTS, TAX BILL, EVIDENCE OF INSURANCE FOR NON-SUBJECT PROPERTIES OWNED**

**Once your file is ready to be submitted, please upload the submission to your Account Executive for review.**

**Please upload submission to:**

**<https://www.citadelservicing.com/resources/file-upload>**

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### **Corporate Office:**

15707 Rockfield Blvd, Suite 320  
Irvine, CA 92618  
(949)900-6630

### **Index and Adjustment Caps:**

- Floor at Start Rate / Index is 1yr. CMT
- 2% Initial Cap / 2% Annual Cap / 6% Life Cap
- 4.95% Margin

### **Loss Payee Clause:**

CITADEL SERVICING CORPORATION ISAOA  
15707 ROCKFIELD BLVD., SUITE 320  
IRVINE, CA 92618  
CSC LOAN #: *(reference loan approval)*

**For additional forms, visit:**

**<https://www.citadelservicing.com/forms>**

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