



**STATE OF ALABAMA
STATE BANKING DEPARTMENT**



MORTGAGE LOAN FILE STACKING ORDER

(Processors should maintain items #1-25; Lenders & Brokers: #1-39; Servicers: #40-49)

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

PROCESSING

1. Initial and Final 1003 (URLA)
2. Loan Summary (Form 1008, HUD 92900, VA 26-0286, USDA)
3. Turned-Down Letters
4. Signed Closing Disclosure
5. Copy of Preliminary CD given to borrower at least 3 days prior to Consummation
6. Copies of all Loan Estimates
7. Documentation of Changed Circumstances, if applicable
8. Intent to Proceed
9. Verification of Employment/Self-employment, if required to Close
10. Verification of Income, if required to Close
11. Verification of Deposit, if required to Close
12. Verification of Mortgage/Rent, if required to Close
13. Credit Explanation Letters/Bankruptcy papers, if required to Close
14. Customer Broker Agreement (for brokered loans)
15. Copy of the Mortgage Broker's compensation check
16. Equal Credit Opportunity Act Disclosure
17. Privacy Notice
18. List of Homeownership Counseling Organizations §1024.20
19. Settlement Services Provider List
20. Certificate of HECM Counseling, if Reverse Mortgage or HOEPA
21. Borrower's Authorization to pull Credit Report
22. Credit Report
23. Credit Report Invoice(s)
24. Appraisal
25. Paid Appraisal Invoice (or copy of appraisal invoice and check used to pay it)

CLOSING

26. Lender's Title Invoice
27. Owner's Title Invoice
28. Flood Certification & Courier Fees
29. Copy of *Recorded* Mortgage (If E-filed, copy of recording report showing fees)
30. Copy of *Recorded* Deed
31. Copies of Refund Checks sent to Borrowers for *Recording* Overcharges
32. Lock in Agreement and Rate Sheet for that day (conforming); pre-grade sheet for non-conforming
33. Copy of the Note
34. Copy of the Real Estate contract (for purchases)
35. Notice of Right to Rescind (for refinances)
36. Affiliated Business Disclosure (as required)
37. FBI Mortgage Fraud Warning Notice (A borrower-signed copy in every closed loan file.)
38. 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.)
39. 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.)

SERVICING

40. *Recorded* Mortgage
41. Copy of Note
42. Notice of Servicing Transfer ("Welcome Letter and Good Bye")
43. All Loan Modification(s)
44. All ARM Change Notices
45. Payment History (with allocation of Principal & Interest and declining Balance)
46. Invoices for Property Tax and Insurance
47. Annual Escrow Statement(s) & PMI Notice(s)
48. Payoff Statement
49. Copy of the *Recorded* Release