

Assigning Files to Processing

Files will be assigned to Processing upon receipt of the following common conditions listed below. Items listed below are minimum requirements to assign applications for stip clearing. Additional documentation may be required.

FHA Applications

Five (5) of these eight (8) conditions are required for Non-Streamline FHA Loans to be assigned to the Loan Specialist for stip clearing. Note: FHA Streamlines will be automatically assigned to the Loan Specialist.

- Completed and signed 4506-T dated within 60 days (if joint application and filed taxes separately, each applicant must complete separately) **Important Note: 4506-T Form is required to be one (1) of the five (5) conditions submitted prior to assigning the file to Processing.**
- FHA Connection printout(s) showing M&I Bank as Sponsor (ID #5784802001)
- Income for All Borrowers (For W-2 borrowers: Paystub within last 30 days and last two years W-2's; For Self-Employed borrowers: last two years signed tax returns)
- Original Appraisal or Purchase Contract (if a purchase transaction)
- DU Findings released to M&I Bank (Submission Type "Final" or submitted via eMagic)
- Title Commitment
- Homeowner's Insurance Policy / Declarations
- Assets (Two months Bank Statements, VOD or at least one retirement / 401(k) statement)

Portfolio Applications

Three (3) of these four (4) conditions are required for M&I Portfolio Loans to be assigned to the Loan Specialist for stip clearing.

- Original Appraisal or Purchase Contract (if a purchase)
- Title Commitment
- Homeowners Insurance Policy / Declarations
- Income for all borrowers - (For W-2 borrowers: Paystub within last 30 days and most recent year's W-2; For self-employed borrowers: One year of signed tax returns)

Send Conditions & Appraisal One of Three Ways

1. **eMagic's Trio** is available to submit conditions & appraisal for apps originally submitted to M&I via eMagic. (For help, go to <http://thecenter.emagic.com/>)
2. **Fax** conditions to M&I with your original application submission to 800-277-2569. If the application was previously submitted, fax conditions to 515-281-2802.
3. **E-Mail** conditions & appraisal to miHLS.Processing@micorp.com if the application has previously been submitted.

For more information, contact M&I!

Phone: **(800) 827-2654**

Select **1*** and enter your AE's last name or

Select **Option 4** for Broker Support

Submit Apps: **Via eMagic®**

Or, **(800) 277-2569** (fax)

Website: www.miHomeLendingSolutions.com

