Rural DSCR pre-submission checklist

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Assemble a short first review packet for an investment house. Mark each item with its source and the person who can resolve an open question.

Define the request

- ☐ Record the complete address and parcel identifiers, occupancy plan, unit count, and purchase or refinance purpose. Identify every parcel securing the proposed loan.
- ☐ List the requested loan amount and proposed closing date. For a refinance, separate the payoff, costs and desired cash proceeds.
- ☐ Identify the buyer or borrowing entity and the person authorized to discuss the file. Use the lender’s secure delivery method for private records.

Describe the collateral

- ☐ Document the dwelling, acreage, outbuildings, legal residential use and any separate farm or commercial activity. State which improvements the tenant may use.
- ☐ Record well, septic, heating, utilities and road access. Note shared systems, service contracts and unresolved easement questions.
- ☐ Mark the home on a parcel map. Identify a flood designation or insurance issue and attach any available written quote.

Evidence, owner and follow-up date

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Support the rent and value

- ☐ Attach like-kind closed sales and documented long-term rents with dates, directions and straight-line distances from the subject. Explain material differences.
- ☐ Attach the current lease if available, with term, concessions and utilities. Label asking rents and seasonal receipts separately.
- ☐ Prepare a payment estimate with principal, interest, taxes, insurance and association dues. Exclude duplicated escrow expenses.

Record the handoff

- ☐ Label each attachment with its date and property. Send a concise contents list and identify evidence still outstanding.
- ☐ Ask which comp, zoning or rent concern the loan officer wants resolved first. Record the answer and the responsible person.
- ☐ Request dated, property-specific terms. Track appraisal authorization and the requirements still open before discussing a closing date.

Evidence, owner and follow-up date