



	Function	Required	If Applicable
preApps	initial submission of PreApplication	PREAPP + FRANCHISE/AGREEMENTS and / or ENVIRONMENTAL	PREAPP must mark all subsequent PreApp submissions as PreApp also
	new ASM application	AUTHORIZATION, SUPPLEMENTAL DATASHEET, ELECTRONIC CREDIT MEMO, 1244, ELIGIBILITY CHECKLIST, 912, COST DOCS, BANK LETTER	e504# provide the existing e504 Tracking # if anything came in as PreApp
new App	new non-ASM application	AUTHORIZATION, SUPPLEMENTAL DATASHEET, ELECTRONIC CREDIT MEMO, 1244, ELIGIBILITY CHECKLIST, 912, COST DOCS, BANK LETTER + CREDIT RPT, PERSONAL FINANCIAL STMT and all other financial/affiliate documents if applicable	various others Documents can be submitted ENVIRON MENTAL APPRAISAL INS VERIFICATION
	responding to an application Screen Out	e504# + SCREEN OUT CHECKLIST You actually need to select "Screen Out Checklist" in your system. It is more than just a cover page, it is the only way the automated system logs the application back in!	other Documents, if necessary, must be included as separate documents and must accompany the SCREEN OUT CHECKLIST document 912 + COST DOCUMENT
screen outs	responding to just an Appraisal Screen Out	e504# + APPRAISAL (only)	for Appraisal, Franchise/Agreements or Environmental screen outs, you do not use the SCREEN OUT CHECKLIST or any other document types e504# + FRANCHISE (only) e504# + ENVIRONMENTAL (only)
	requesting reconsideration of an application that was declined	e504# + DECLINE RECONSIDERATION	documents to support request for reconsideration, each as separated documents CORRESPONDENCE + BANK LETTER
servicing	request for servicing aka a "327"	e504# + SERVICING REQUEST	other Documents, if necessary, must be included as separate documents and must accompany the SERVICING REQUEST document 912 + Bank Letter
	request for closing	e504# + CLOSING REQUEST ← 1 page only	do not submit any other documents with a closing request
closing			