



WHAT TO EXPECT

STEPS FOLLOWING YOUR APPROVED MORTGAGE LOAN APPLICATION

TIPS TO ENSURE THE TIMELINESS OF YOUR MORTGAGE LOAN APPLICATION

- ✔ Verify all documentation you provide is current, legible and complete. i.e. All pages of bank statements, pay stubs with employer name, etc.
- ✔ Make lender aware and explain any significant changes in income, assets, or debts.
- ✔ Maintain employment status.
- ✔ Be prompt and timely with requested paper work
- ✔ Provide a signed letter of explanation for derogatory credit and/or recent credit inquiries.
- ✔ Stay in contact and ask questions.

1. INFORMATION TO BE SUBMITTED WITH LOAN APPLICATION:

INCOME	ASSETS	ADDITIONAL
<ul style="list-style-type: none"> • W2's from past two years • One month current pay stub(s) • Past two years tax returns including W2's, K-1's, and schedules 	<ul style="list-style-type: none"> • Two months bank statements (all pages) • Current 401K and/or investment statement • Value of other assets (cars, boats, real estate, etc.) 	<ul style="list-style-type: none"> • Driver's license • Legal description • Purchase contract (purchase transactions) • Physical Address • Homeowners insurance/contact info.

2. WE WILL PROVIDE REQUIRED DISCLOSURES:

- The disclosures will be sent to you via secure email or through regular mail.
- Review the disclosures and ask questions
 - ⇒ Sign
 - ⇒ Return

3. APPLICATION SUBMITTED FOR ORIGINATION:

Our loan originators will:

- Review the application to ensure it includes the required documents and information.
- You may be contacted during this process if additional information and/or clarification is needed.

4. APPLICATION SUBMITTED FOR UNDERWRITING:

Our underwriters will:

- Review and assess credit scores, income, assets, and debts.
- Render credit decisions and conditions (if applicable).

5. APPRAISAL, SURVEY, AND TITLE WORK:

- You will be contacted about setting up a time for an appraisal of the collateral. Your timeliness important for refinances and construction loans. The appraisal completion date could impact your closing date.
- We will work with you and others involved in the transaction regarding title work, surveys, inspections, etc.
- Cooperation, coordination, and communication among parties related to the transaction are essential.

6. CLOSING:

- Underwriting review for final completeness and requests, updating of any documents that have become out-of-date.
- Once final approval is granted, please allow 15 days for disclosures and preparation of closing documents.
- Obtain a cashier's check or wire transfer for any funds required at closing.
- Review and sign loan documents with your closing agent.