

# Home Loan Document Checklist

Before you get to the fun part of buying a new home (home-shopping!), we have to review your finances to determine what loan options you qualify for and which is the best choice for you.

To help you gather some needed items together, here is a handy checklist of some documents you'll need to provide as we begin to process your application. We may not need all of these items, and it's possible we'll ask you for additional documents as we move forward, depending on your individual situation and the specific loan program requirements

## Income and Identity Verification

	Pay Stubs for the last 30 days
	W-2 forms for the last 2 years
	Current driver's license, state ID or passport
	Child support/alimony friend of the court printout or 12 months of canceled checks*
	Award letters for Social Security
	1099 for disability income
	Income from rent, commission, interest, or sources other than salary may trigger the need to provide tax returns

## Sources of Funds/ Down Payment

	Bank statements for the last 2 months including savings, checking and investment accounts
	Stock and securities account statements for the last 2 months
	Closing Disclosure if using funds from the sale of property
	Sale of assets: Proof of ownership and proof of funds transfer
	For gift of funds: A gift letter, evidence of transfer, and sometimes evidence of withdrawal

## If You Are Self-Employed

	Signed, completed tax returns for the past two years, including personal, partnership, and corporate if applicable; please include all schedules
	Business profit and loss statement year-to-date for current year.

Please note: Additional documents may be required based on your loan circumstance.

# The Mortgage Process

## What NOT to do during the Loan Process:

<i>X</i>	<b>Don't apply for credit</b> (Such as a new credit card, car loan, or financing for furniture or appliances)
<i>X</i>	<b>Don't make major purchases</b>
<i>X</i>	<b>Don't liquidate funds</b>
<i>X</i>	<b>Don't make large deposits</b>
<i>X</i>	<b>Don't switch jobs</b>

### Loan Estimate:

Within three days of submitting your application, we will provide you with a Loan Estimate, a form that details the loan you've applied for. This is a summary of what your loan will look like if you decide to move forward.

### Processing:

Once you decide to continue, the application goes to the processor, who checks that all the necessary paperwork is present. An appraisal is also ordered on your prospective property.

### Appraisal:

At this stage, a licensed third party will evaluate the property to ensure it's worth the sales price. The appraiser will look at the home's condition, age, and size, and will compare the property to other home sales in the neighborhood and consider the replacement cost of the property.

### Underwriting:

Once the processor has compiled a complete loan file (i.e., the application and all supporting documents), the underwriter reviews the application in detail to make the final decision to approve or deny your mortgage loan. This includes reviewing your employment history, credit history, and the appraisal report. The underwriter also ensures your mortgage meets current loan product guidelines. You may be asked to provide additional documentation, which is not unusual.

### Approval:

Once your application is approved, you'll receive a loan commitment letter, which outlines the details of your loan, including the amount being borrowed, the interest rate, and the term or repayment period.

After you've received your loan commitment, the next step in the process is closing on your home!