



## MORTGAGE APPLICATION CHECKLIST

Thank you so much for selecting me for your home financing needs. To help get you started with the Mortgage Loan process I have put together a detailed list of items that you may be required to provide for loan approval. If it is at all possible, we ask that you put these documents in a PDF format so that they can be easily uploaded onto the lenders' website.

**For FHA VA and Conventional Loans please provide the following documents:**

- 1) The last 30 days of Paystubs
- 2) The last 2 years w-2s
- 3) The last 2 years Federal Tax returns (only needed if you are commission Self Employed or work for a family business)
- 4) The Last 2 months of your Bank Statements, Investment accounts or IRA/401k Any large deposits will need to be documented.
- 5) For VA please provide your DD214 (if Vet) for Enlisted please provide your BAH and current pay grade and Paystubs to cover a one month period
- 6) Please provide a copy of your Photo ID (Drivers license or passport)
- 7) Homeowners insurance will be needed and should cover 100% Replacement cost
- 8) Letters of Explanation may be needed for Previous address, inquiries on your credit over the last 6 months and Explanation for other names you go under.

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## **Don'ts**

While you are looking for a home we ask that you refrain from the following:

- 1) Opening new credit accounts as this may affect your credit score or prevent you from qualifying for a mortgage.
- 2) Please do not purchase any big ticket items such as a car, motorcycle, boat, new furniture or appliances for your new home. This can also jeopardize qualifying for a loan.
- 3) Please do not change jobs without consulting with me first as I will need to make sure it will not affect your loan approval.
- 4) If you will be receiving Gifts from Family, Employer or other sources, Please let me know as we will need to have them sign gift letter and document the source of funds used for the gift.
- 5) UNDER NO CIRCUMSTANCES CAN CASH DEPOSITS AND UNSECURED LOANS BE USED TO PURCHASE A HOME.

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## **Do's**

- 1) Continue paying all credit cards and mortgages on time. We will do a credit refresh and new accounts and missed payments can jeopardize your loan approval.
- 2) Let me know if you are planning on getting married during the transaction as we will need to document name change and wedding gifts
- 3) Please feel free to contact me any time with questions or concerns that may come up during the loan process. Please always be open about anything that could be pending such as a job change or layoff, raise, bonus etc. If you are not sure, always call me so I can properly advise you. Communication is key during the mortgage process.

During the mortgage process, we ask that you always be prepared to provide additional documentation that the underwriter may condition for as well as delays that are out of the lenders control. Most loans in Colorado will close within 30 days but in some rare cases there can be delays, especially if you are going for a State funded Down Payment Assistance Program or what we refer to as an Alternative Document Program such as our Bank Statement Program and No income program for Investors.

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## **Preparing for Closing:**

1. Bring your Photo ID to closing
2. Cash to close will be needed at closing and can be wired to title company or you may bring a Certified Check. If your savings and checking is with an out of state bank please allow them 72 hrs to wire funds to the title company for your closing as this can cause delays in closing.
3. Please make sure to contact your utility company and have the utilities turned on in your name effective the day of your closing.
4. Please contact your local refuse company to schedule for trash pick-up. There are several companies to pick from that offer different services.
5. Comcast or Dish that is the question? Whomever you choose, allow them 3-5 business days to set up for your internet phone and television.