

Mortgage checklist

Organize your documents

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In our efforts to make the loan approval process as easy as possible, we've created the following checklist that outlines the documentation you need to provide with your loan application. We may need additional information that is not part of this list. These items will be needed so Banker's Secrets, Inc.® may lock-in an interest rate and program for you.

DOCUMENTS REQUIRED

_____ Credit card or check for: 3 Bureau Mortgage Credit Report \$21.46, Appraisal \$300-\$750 (depending on property)

_____ Contact person and phone # for verification of employment for past 2 years.

_____ Homeowner's insurance contact person, phone #, and policy #

_____ Homeowner's Assoc./ Condo Mngmt Co. name, phone #, and contact person (if applicable)

_____ Front and back copy of Driver's license

_____ Entire signed loan application

Unless your Loan Officer has specifically told you otherwise, you will also need to provide the following **income and asset** information.

_____ **2** most recent consecutive pay-stubs for each borrower

_____ 2006 and 2005 W-2's for each borrower

_____ 2006 and 2005 tax returns--**ALL PAGES; personal** (if self-employed or 100% commissioned employee) and **corporate** (if >25% owner of company)

_____ Asset account statements (savings, retirement, stocks, checking, etc.) for 2 most recent months--**ALL PAGES, no internet printouts**

_____ Current lease(s) on all rental properties

The following items will be needed if you are **PURCHASING** a home.

_____ Ratified contract and multiple listing print-out (Realtor will have)

_____ Canceled earnest money deposit check (front and back); or bank statement evidencing payment of earnest money deposit.

_____ Sales contract on present home or settlement statement from sale of previous home if proceeds are

needed for this transaction for either; money at settlement or to show as assets.

_____ If currently renting, past and/or present monthly residence expenses; include contact person (landlord) and phone #, and complete mailing address for past 2 years.

_____ Gift letter (provided by Loan Officer) signed by donor and evidence of donor's ability to give funds (Have donor write a "Cashiers Check"); copy of check (front & back) and then copy of deposit of gift funds.

The following items will be needed if you are **REFINANCING** a home.

_____ Current mortgage statement(s)

_____ Owner's Title Insurance Policy

_____ Copy of Note and Line Agreement of existing 2nd lien/ home equity loan if you will be subordinating it.

If applying for a new **Line of Credit/ Home Equity/ 2nd Mortgage only:**

_____ Provide copy of Note of existing 1st mortgage

THANK YOU

Banker's Secrets, Inc.

GET A HEAD-START

Attached below is the Questionnaire your Loan Officer will be sending you. Please feel free to print this email so you may get started. Your help in expediting this process is greatly appreciated by your Loan Officer and Banker's Secrets, Inc.®!

***How did you find Banker's Secrets, Inc.®? _____** If referred, who referred you? _____ ***I want the Lender to escrow my taxes and insurance. YES/ NO**

The Lender selected will escrow for your taxes and insurance with most loans. There is typically a fee for paying these on your own and not escrowing.

***Verify Employment; who do we contact? _____** Phone # _____ **co-borrower-who do we contact? _____** Phone # _____

***Settlement Company _____** Contact _____ Phone # _____
If no company is selected above, Banker's Secrets, Inc.® will select settlement company.

***Homeowners Insurance Contact _____** Phone # _____
POLICY# _____

***Condo Management Co. Contact _____** Phone # _____ **monthly condo fee**

\$ _____

*Home Owner's Association Contact _____ Phone# _____

*Current Lender (Refinance) Lender _____ Account # _____

800 # _____

mortgage Lender _____ Acct # _____ 800# _____

Please PAYOFF & CLOSE OR SUBORDINATE/DO NOT CLOSE my 2nd lien (**CIRCLE ONE**).

ANY OTHER OPEN LIENS ON PROPERTY? i.e. Home Equity, Debt Consolidation, Home Improvement, Tax Smart Loan: _____

*Cell Phone #'s _____

(borrower) (co-borrower) *Email Address _____

*Fax # _____

If home purchase

Realtor Name _____ Email _____

Company _____ Phone # _____

-Are you splitting the transfer taxes with the seller? **YES/ NO** (circle one)

-What amount is the seller giving towards closing costs? \$ _____.

Is this in addition to splitting the transfers? **YES/ NO**

-I would like to settle on the following date _____

-An earnest money deposit was given in the amount of \$ _____

-Currently renting? Landlord _____ Phone # _____

***Please list other real estate owned:**

(1)Property address:(street) _____ (city) _____ (state) _____ (zip) _____

Lender _____ Loan amount \$ _____ Monthly pmt \$ _____

(2)Property address:(street) _____ (city) _____ (state) _____ (zip) _____

Lender _____ Loan amount \$ _____ Monthly pmt \$ _____

(3)Property address:(street) _____ (city) _____ (state) _____ (zip) _____

Lender _____ Loan amount \$ _____ Monthly pmt \$ _____

(4)Property address:(street) _____ (city) _____ (state) _____ (zip) _____

Lender _____ Loan amount \$ _____ Monthly pmt \$ _____

*Please list any dates you will be out of town and/or NOT available for settlement:

*Comments:

***Please note:** on some occasions, the investor your loan goes through will also send you forms regarding this transaction. The most accurate information is provided in your Banker's Secrets, Inc.® disclosures.

***Any funds** greater than \$500 **needed at settlement** must be in CERTIFIED FUNDS OR CASHIERS CHECK.

THANK YOU FOR YOUR REFERRAL! “The following person is expecting a phone call from Banker's Secrets, Inc.® because they are looking for a Home or Commercial Loan”

Name _____

Phone# _____ email _____