WHAT TO EXPECT
For Your Mortgage Loan Application Process

STAGE 1: Review Documents And Provide Intent To Proceed
• Submit application through HomeNow
• Review Initial Documents
• Ask questions if needed and opt in/out to e-documents and e-signatures. Opt out requires mailing or office visit for signatures.
• Open and Review electronic disclosures within 48 hours
• Provide Intent to Proceed to your mortgage banker
• Sign and Return required disclosures
• Pay Appraisal Fee after Intent to Proceed is provided (if applicable)
• Purchase Contract (purchase transactions)
• For refinances you will receive a call to schedule your appraisal appointment. Your timeliness is important, as the appraisal completion date could impact your closing
• The bank will order and gather third party documentation such as appraisal, title work, employment verification, etc.

STAGE 2: Gathering Essential Information
• 2 years w-2’s
• 1 month current paystubs
• 2 years tax returns including w-2’s, k-1’s and schedules
• 2 months official bank statements
• Most recent 401K or investment statement
• Copy of front and back of earnest money check
• Photo ID/Social Security Card
• Homeowner’s Insurance/Contact Information
• Appraisal will be turned in by the appraiser and you will receive an electronic copy

STAGE 3: Loan Submitted to Underwriting/Processing
• The Underwriting Department Will:
  • Review and assess income, credit, assets, and property
  • Render decision and conditions (where applicable)
• The Processing Department Will:
  • Review underwriting conditions to make sure that it paints an accurate picture of your financial situation
  • You may receive a phone call or email during this process requesting additional information and/or clarification
  • Your prompt attention to the requests will keep you from experiencing a delayed closing

STAGE 4: Closing And Congratulations
• Receive and acknowledge receipt of the Closing Disclosure the same day it is sent
• Closing Disclosures must be reviewed THREE business days prior to closing
• Failure to review the closing disclosure in a timely manner may result in a delayed closing
• Bring Government Issued ID for Proof of Identification
• Obtain a cashier’s check or wire transfer for any funds required at closing
• Review and sign loan documents with your closing agent
• Shortly after closing you will receive an email from us asking you to complete a customer satisfaction survey
• 5 to 10 minutes of your time will help us enhance our processes to create a greater customer experience
• All information will be held in the strictest confidence

STAGE 5: Tell Us How We Did
• Shortly after closing you will receive an email from us asking you to complete a customer satisfaction survey
• 5 to 10 minutes of your time will help us enhance our processes to create a greater customer experience
• All information will be held in the strictest confidence

Tips To Ensure Your Mortgage Process Goes Smoothly:
★ Verify all documentation you provide are legible and complete.
★ Do not change employment.
★ Avoid making large and/or cash deposits without proper documentation.
★ Do not incur new debt and/or increase existing debt.
★ Ask about our 21 day ready to close.