

MORTGAGE LOAN CHECKLIST.

In order to expedite the mortgage loan process, please be sure that you have the following ready to give to your lenders:

- Sales Contract (*on the purchase of your new home*)
- Copy of Sales Contract and certified copy of Closing Statement (*on the sale of your present home*)
- Copy of driver's license and Social Security Card (*FHA only*)
- Residence History
(*Past 24 months of residence with complete addresses, length of time you lived at each residence, name of landlord and their address—if currently renting.*)
- Employment History
(*Employers for the past two years with complete addresses, current pay stub, dates of employment for each place, most recent two years of W-2's, year-to-date profit and loss statement and current balance sheet—if self-employed only. If there have been any gaps in your employment, be prepared to explain.*)
- Loans and Credit Cards
(*Creditor's names and addresses, account numbers, current total balances you owe, monthly installments, payments and how many months are left to pay.*)
- Accounts
(*Name and address of each financial institution, three months of bank statements for all accounts, all account numbers, all current balances and values.*)

- Current Real Estate
(Property addresses, estimated market values, outstanding loan balances, amount of monthly payment, amount of monthly rental income—if applicable.)
- Personal Property
(Net cash value of your life insurance, year, make and value of your automobiles, value of your furniture and other personal property.)
- If applicable, the following:
Divorce papers, certificate of eligibility & DD2 (*VA only*), check for appraisal and credit report fees.

TYPES OF LOANS

Adjustable Payment Mortgage

Adjustable rate mortgages have an interest rate that is adjusted at certain intervals based on a specific index during the life of the loan.

Balloon Payment Loan

A fixed rate loan that is amortized over 30 years but becomes due and payable at the end of a certain term. May be extendable or may roll-over into another type of loan.

Buy-Down Loan

Buy-Down loans are fixed rate loans where the interest rate and the payment are reduced for a specific period of time by paying the interest up front to subsidize the lower payment.

Community Homebuyer's Program

A fixed rate loan for first time buyers with a low down payment, usually 3-5%. No cash reserve requirement and easier qualifying ratios. Subject to borrower meeting income limits and attendance of a four-hour training course on home ownership.

Conventional Loan

Conventional loans are sometimes more lenient with the appraisal and condition of the property. Conventional loans are not government insured and usually have higher down payment requirements.

FHA Loan

FHA loans are insured by the Federal Housing Administration under H.U.D. They offer a low down payment and are easier to qualify for than conventional loans. Appraisal and property condition rules will be applied and loan amounts are limited.

Fixed Rate Loan

A fixed rate loan has one interest rate that remains constant throughout the life of the loan.

Graduated Payment Mortgage

A fixed rate loan that has payments starting lower than a standard fixed rate loan, which then increases by a predetermined amount each year for a set number of years.

Non-Qualifying Loan (*Assumable*)

Non-Qualifying loans are pre-existing loans which can be assumed by a buyer from the seller of a property without going through the qualifying process. The buyer pays the seller for their equity and then starts making payments.