

FIRST MORTGAGE APPLICATIONS

The following information is required during the loan process, but additional items may be requested:

- Make a copy of a current original Class 1 Photo ID for each borrower – please be sure the copies are clearly legible.
- Copies can be made at a branch location for your convenience.
- Address, contact names, and phone numbers for employers of all borrowers, for the prior 2 years.

PROOF OF INCOME: *Please note that some listed items may not be applicable for you*

- Copies of current & consecutive paystubs reflecting a minimum 30 days of pay for all borrowers.
- Last 2 years W-2's for all borrowers.
- Current Award letter and last year's 1099 for Pension/Retirement income.
- Current Social Security Award Letter.
- Copies of last 2 years of tax returns, **only** if you are self-employed or claiming rental income from a property.

REAL ESTATE: CREATE A LIST OF ALL REAL ESTATE OWNED AND PROVIDE THE FOLLOWING:

- Copy of current mortgage statement(s) on subject property as well as any other properties currently owned.
- Copy of current homeowners insurance policy on subject property as well as any other properties currently owned.
- Copy of current lease agreements for any properties you own that are generating rental income.
- If you have already placed an offer or have a ratified contract on the property, please provide a copy of the Purchase Contract.
- Current real estate tax bill on all owned properties.

IF APPLICABLE, PLEASE ALSO PROVIDE:

- If you are paying or receiving child support or alimony payments, please provide a copy of Divorce Decree or other court order reflecting the amount, frequency and duration of payments.
- A copy of your separation agreement.

KEY MILESTONES AND TIMEFRAMES*

- Receipt of application to Loan Officer contact: no later than the next business day.
- Submission to underwriting: 1-2 business days after receipt of **all income documents**.
- Underwriting decision: within 2-3 business days of receipt in underwriting.
- Application to closing: 35-50 days.

*All timeframes depend on timely receipt of requested documents.

**For your convenience, please call 1-800-678-8765, Extension 46637
to make an appointment with a First Mortgage Specialist.**