



My Mortgage Checklist

- Find a reputable lender to work with. One that has low rates/costs great reviews.
- Make sure your credit score is in good shape – the better the credit score, the better the rate.
- Gather documentation – See reverse side for list
- You will apply for a loan and the loan officer will ask questions to determine your situation and provide you with a rates and costs. Please note every situation is different.
- On purchase transactions - Realtors will feel more comfortable if you come to them with a pre-approval certificate – any loan officer can provide you one.
- Questions to ask your lender:
 - What is the interest rate? _____
 - What are the closing costs? _____
 - Are there any points/origination fees associated with the loan? _____
 - How long will I be locked in for? _____
 - Do you handle everything in house or send out for underwriting? _____
 - How quickly can you close? _____
- Get your documentation to the lender quickly – that keeps the process moving.
- Lock your loan or let it float/watch the market.
- Review your loan estimate for accuracy (this document contains the interest rate and closing costs you discussed with your loan officer)
- Sign your loan docs as soon as possible and provide any remaining documentation requested by the lender.
- You will be getting a loan approval subject to conditions, provide those as soon as possible to your lender.
- Once all conditions have been satisfied, your loan will be cleared for closing and scheduled to closing.
- Review your closing disclosure to ensure accuracy.



Documentation You May Need

- Driver's license or Passport
- Home address covering a 2 year period
- Name and address for employers covering the most recent 2 year period and dates of employment
- Most recent 2 paystubs
- W2's for most recent 2 years
- Tax Returns – for self-employed, retired individuals, owns rental properties (other scenarios may apply)
- Two months bank and/or asset statements to verify funds for closing/reserves
- Current mortgage statements. If you do not escrow then you will need tax bill/insurance bill/proof of monthly condo fee.
- Divorce/Separation agreement if applicable
- Purchase and Sales agreement and copies of checks you put down on signing offer and Purchase contract. (if a purchase transaction)

