

MORTGAGE LOAN APPLICATION STEP-BY-STEP INSTRUCTIONS

This instruction material has been designed to help you complete the first step in obtaining a new mortgage. By completing the mortgage application and gathering the applicable items listed on our “*Information needed for your loan application*” form, you will help speed up your mortgage approval and find the process a more enjoyable one.

These instructions will guide you through the completion of the application, and suggest the additional information you need to gather your mortgage application appointment.

Should you have any questions when completing the application or the application process, please feel free to contact us. We look forward to assisting you with your home financing needs.

Step 1:

Complete the Uniform Residential Loan Application following the instructions provided. Please be sure to complete all sections noted. Those sections not indicated will be completed by your loan representative.

Step 2:

The form entitled “*Information needed for your loan application*”, lists many documents you may need to bring to your loan application interview. By bringing these important papers to your loan application appointment, you may expedite the loan approval process.

Step 3:

Contact your loan representative to schedule an appointment. Be sure to bring the completed Uniform Residential Loan Application and the documents listed on our “*Information needed for your loan application*” form, to your appointment. At the interview, your loan representative will explain the various loan programs available to you and complete the rest of the application. In most cases, a check for the appraisal and credit report will be collected at this interview. Please contact your loan representative to find out if these up-front fees will apply to you.

Instructions

Uniform Residential Loan Application Page 1

Please follow these instructions to complete the corresponding sections on the attached Uniform Residential Loan Application. Please complete only those sections indicated, other sections will be completed by your loan representative at your interview. Please type or print all information.

The numbers on the left below correspond to the numbers on the sample application.

1. Type of Mortgage and Terms of Loan -

Please leave blank until reviewed with your loan representative.

2. Subject Property -

Enter property address, number of units and year built.

3. Purpose of Loan -

Indicate the purpose of loan. If construction, complete plans and specifications will be required.

4. Occupancy -

Indicate your intention for the property.

5. Refinance Loan -

Complete this line if you are refinancing your present property.

6. Legal Title -

Indicate how your name(s) should appear on legal documents.

7. Down Payment -

Indicate the source of funds for your down payment, closing costs and expenses. (Savings, Gift, Sale of Property, etc.)

8. Borrower/Co-Borrower Information -

Complete in detail.

9. Employment Information -

Please complete. If you have been employed less than 2 years in your current position or if currently employed in more than one position, be sure to indicate that information and the monthly income at each employer.

The image shows a sample of a Uniform Residential Loan Application form. The form is titled "Uniform Residential Loan Application" and is divided into several sections. Red circles with numbers 1 through 9 are placed over various parts of the form to indicate where the instructions apply. Section I, "TYPE OF MORTGAGE AND TERMS OF LOAN", contains items 1 and 2. Section II, "Borrower/Co-Borrower Information", contains items 3, 4, 5, 6, 7, and 8. Section IV, "EMPLOYMENT INFORMATION", contains item 9. The form includes fields for borrower and co-borrower names, addresses, and employment details.

Instructions

Uniform Residential Loan Application (Page 3)

14. Real Estate Owned - Complete schedule in detail and use addendum if necessary.

15. Details of Transaction - Indicate purchase price only, and attach a copy of your Purchase Agreement, If applicable.

16. Declarations - If you answer any question "yes" please explain on separate piece of paper. If applicable, attach a copy of Discharge papers from any Bankruptcy within the last 7 years and or the complete Divorce Decree and Settlement papers from any prior divorce(s)

17. Acknowledgment and Agreement - All applicants please sign and date in ink.

18. Monitoring Information - Provide accurate information. If you do not wish to furnish this information, please check the appropriate box.

The image shows a scan of a mortgage application form page, specifically the back of the Uniform Residential Loan Application. The form is divided into several sections, with red circles highlighting specific areas corresponding to the instructions on the left:

- Section 14:** A table titled "VI. ASSETS AND LIABILITIES (cont.)" with the subtitle "Schedule of Real Estate Owned". It has multiple columns and rows for listing property.
- Section 15:** A table titled "VI. DETAILS OF TRANSACTION" with a red circle around the number 15.
- Section 16:** A section titled "VII. DECLARATIONS" with a red circle around the number 16. It contains several questions with checkboxes and lines for answers.
- Section 17:** A section titled "IX. ACKNOWLEDGMENT AND AGREEMENT" with a red circle around the number 17. It contains a large block of text for signatures and dates.
- Section 18:** A section titled "X. INFORMATION FOR GOVERNMENT MONITORING PURPOSES" with a red circle around the number 18. It contains various checkboxes and fields for providing monitoring information.