

## Appointment

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

Mortgage Rep: \_\_\_\_\_

# Home Loan Application Checklist

Bring these items to your appointment to help make the process quicker.

## Personal Information

Paycheck stubs: Most recent paystub dated within 1 month of the application date showing year-to-date income

Taxes: W-2(s) and 1099(s) for the last 2 years for all income

Tax returns: If you are self-employed or own rental property, signed federal tax returns including all schedules from the last 2 years

Other income: Social Security Award letter, pension statement, and/or disability payments

Loans: Names, addresses, account numbers, payment amounts, and balances for all debts not with CEFCU

Assets: Last 60 days of statements, dated within 30 days of application, for savings accounts, checking accounts, certificates, mutual funds, brokerage accounts, 401(k) plans, employee savings plans, and investments

## Property Information

Purchase: Signed (all parties) Purchase Agreement and Addendums, earnest money check copy, real estate agent information, listing copy

Refinance: Title Insurance Policy (Owners Policy, Alta Policy)

Property: Legal description, lot size, well or septic (*if applicable*)

Real Estate tax amount and ID number

Homeowners insurance: 1-year paid receipt, provided to CEFCU prior to loan closing

Home improvements: Written contractor estimates included in loan

## If you are/have...

Attending college: Transcripts and/or diploma if within last 2 years

Selling current home: Contract for sale and listing agreement

Newly employed: Copy of signed and accepted job offer letter, including start date, and new salary

Using child support, maintenance, alimony: Last 12 months' pay record, most recent filed court orders, support agreements (*if applicable*)

Paying child support: Divorce decree and current support order

Divorced: Copy of filed divorce decree(s) and property settlement(s)

Filed bankruptcy in the past 7 years: Copy of **complete** filed bankruptcy and discharge

Renting: Landlord name, address, and phone number

First-time home buyer: Last 3 years of tax returns, W-2(s), 1099(s); proof of CEFCU Checking account

A landlord: Copy of signed lease/rental agreement and mortgage papers

Self-employed or receive commission income

Business Balance Sheets for last 2 years

Year-to-date Profit and Loss statement

Business' tax returns, including schedules and K1(s) if applicable, for last 2 years *if business is a partnership, corporation, or S-corporation.*

## Information

### Fees (non-refundable)

Commitment Fee: \$15

Application Fee: \$335

Preapprovals: Free

A Commitment Fee covers the cost of your credit report, and it is required when you schedule your application appointment. An Application Fee will be collected after your appointment. These fees can be debited from your CEFCU account, and they will be applied to closing costs if your loan is approved.

### Interest Rate

Lock in your interest rate up to 14 days prior to your application appointment by paying the Commitment Fee in advance. The rate is guaranteed for 60 days from the application date.

If rates go down between the time you lock your rate and your closing, you can pay a non-refundable \$350 re-lock fee to get the lower rate. You can re-lock as often as you'd like, but the re-lock fee must be paid each time. Contact your CEFCU Mortgage Processor or Closing Coordinator before closing while the lower rate is available. This fee is not applied toward closing costs, and re-locking may affect or delay your closing date.

### Loan Estimate

A Loan Estimate of closing costs that itemizes the direct costs will be given to you at your application appointment.

### Contact

309.633.3424 or 1.800.633.7077, ext. 33424

7:30 a.m.–6 p.m. (CT) Monday–Friday

9 a.m.–5 p.m. (CT) Saturday



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