

LOAN APPLICATION PROCESS

What you will need to provide to begin the loan application process:

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| <input type="checkbox"/> | One month paystubs or employer's contact with fax number |
| <input type="checkbox"/> | Two years W2's |
| <input type="checkbox"/> | One month bank statements, investment statements, retirement statements |
| <input type="checkbox"/> | Tax and insurance bills for other property owned |
| <input type="checkbox"/> | Leases for rental property |
| <input type="checkbox"/> | Divorce Decree / Child Support Agreement |
| <input type="checkbox"/> | If self-employed or purchasing an investment property – two years tax returns and year-to-date profit and loss statement |
| <input type="checkbox"/> | Signed Purchase and Sales Agreement for subject property |
| <input type="checkbox"/> | Copy of Deposit Check |
| <input type="checkbox"/> | Signed Purchase and Sales Agreement for sale of current home |
| <input type="checkbox"/> | Gift letter, copy of check and deposit receipt |

Note: Please bring only what applies to your financial situation

Borrower's Responsibilities:

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| <input type="checkbox"/> | Contact your attorney to do the title search and closing for your mortgage. Ask for an estimate of their fee. We can recommend an attorney, if needed. |
| <input type="checkbox"/> | Contact your home owner's insurance company. Ask them to contact Spruce for details on the mortgagee clause. You must pre-pay one year's homeowner's insurance prior to closing. |
| <input type="checkbox"/> | Procure a cashier's/banker's check for the closing costs and down payment that we estimate. Have the check made payable to you. You can sign it over to the attorney at the closing. |
| <input type="checkbox"/> | Get a copy of your deposit check from the bank showing that it has cleared your account. |
| <input type="checkbox"/> | The loan process is a partnership between you and your loan officer. To facilitate a smooth transaction, please provide your loan officer with all information requested as soon as possible. |
| <input type="checkbox"/> | Attend the closing at your attorney's office. |



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