



7 STEPS TO AN EASY LOAN CLOSING

Congratulations on the purchase of your new home. The following is a guide to the loan process while building your new home. By following these easy steps, we can simplify and speed up the loan process. Please carefully read the following:

STEP 1. Personal Information

Complete the Fast App. provided by your sales person. Once you have completed the Fast App., fax it to the number listed on the app. If you have not obtained a Fast App., we can either email it or take your application over the phone.

STEP 2. Documents

Gather your personal documents. We may need the following items to process your loan:

1. 30 days of your most recent pay-stubs.
2. The last 2 years W-2's. If self-employed, last 2 years of your federal tax returns.
3. 30 days of your most recent bank & asset statements (401-K, IRA, etc.). ALL PAGES
4. If you are divorced and pay or receive child support, a copy of your divorce decree.

STEP 3. Application

We will set a time to sit down and review your loan application. At this time we go over your information for accuracy and review your mortgage plan.

STEP 4. Earnest Money Deposits

You will need to provide proof that the checks you have written for your earnest money deposits have been cashed. You do this by either providing your bank statement that shows the check number has cleared, or a copy of the cancelled check after it clears your account. Please fax this in as soon as it clears your bank. On-line printouts must have your name and account number present. Also, we may use a bank printout but it must be signed, stamped and dated by the bank teller.

STEP 5. Updating Your Loan

Once your new home is under roof, we will need to update your loan file. Contact your loan processor at this point so we can review which documents will need to be updated. Typically we need updated pay-stubs and bank statements. These can be faxed in.

STEP 6. Homeowners Insurance

When you are within 3 weeks of your closing date, you will need to obtain your homeowners insurance. The builder will contact you with this date. Give us your Insurance Agents phone number or email address, and we will contact them with the necessary information they need.

STEP 7. Closing

The day before you close, the Title Company will contact you as to the amount of money you will need to bring to the closing. This will need to be in the form of a Cashier's Check. On the day of closing, you will first do your final walk through inspection. After that is complete, you will go to the title company with your check and we will sign the loan closing documents. After that is complete, you will receive the keys to your new home.

For Answers To Your Questions Call

636-916-2065 Office

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