



CHECKLIST FOR A SMOOTH EXPERIENCE:

BUYER

- 2 Current Pay Stubs within the last 30 days
- 2 Years W-2 statements
- 2 Years Federal Tax Return if Self Employed (including all schedules and K1 statements) Signed Copies from the past 2 years. Current P&L statement also needed. Lenders will use Adjusted Gross Income.
- 2 years 1099 and current Award Letter for Social Security or Disability Income (if applicable) Must attach the related bank statement (all pages including blank pages) showing the direct deposit.
- 2 months Bank/Asset statements (all pages including blank pages) Statements must show the entire down payment
- Gift Letter (if applicable) Must attach 2 months bank statements showing gifter has the funds
- Park Approval - Use the form included in your pre-approval package (not applicable for homes on land) OR copy of signed Park Lease.
- Appraisal - Ordered by Santiago Financial Inc. Buyer pays fee direct to the Appraiser. Appraisal timeframe is estimated at 7-10 days.
- 1 year Homeowners Insurance Santiago Financial Inc. to provide insurance quote
- Driver's License: Valid U.S. Government Issued Photo ID
- Social Security Card or ITIN Card (If using an ITIN, the number MUST be the same on the Paystub, W-2 and Tax Returns)
- Verification of Employment Ordered by Santiago Financial Inc.

BUYER

Forms Included in the Pre-Approval package

- 1003 Credit Application
- Loan Estimate
- Mortgage Loan Origination Agreement
- Deposit Verification Form
- Borrowers Signature Authorization Form
- 4506-T Form - Sign and Completed
- Broker Disclosure

ESCROW

- Copy of Title Search with 120 day moritorium
- Copy of Escrow Instructions
- Estimated Closing Statement
- Tax Clearance Certificate
- Death Certificate of Registered Owner (if applicable)
- If home is in a trust, copy of sellers trust or certification of trust forms

AGENT/REALTOR

- Purchase Agreement signed by Buyer & Seller on the same contract. No Digital Signatures Accepted. Buyer must wet sign or e-sign a certification page. Home info listed must match the Title Search.
- Seller Interview Form (Included in Buyers Pre-Approval Package) Entire Form Must Be Completed Two Different Phone Numbers must be listed

REFINANCE ONLY

- Copy of Title or Registration
- Copy of Mortgage Statement showing company name, account number and phone number
- Copy of Statements we will be paying off (debt consolidation only)
- Copy of Repair/Upgrade Estimates (home improvement only)
- Your most recent Property Tax Bill

NOTES

- Tax and Insurance Impounds are Required
- 1 year of insurance premium can be financed into the loan, if purchased through Santiago Financial Inc.
- 2 additional paystubs required prior to closing to cover the most recent 30 days
- Loan closings are estimated at 2-3 weeks once we receive ALL the items above
- All loans are subject to underwriter approval