



# WELCOME HOME

## YOUR HOME FINANCING GUIDE

### WHATS INCLUDED:

- ABOUT ME
- THE LOAN PROCESS
- DOS AND DON'TS
- CHECKLIST OF REQUIRED DOCUMENTS
- RAVE REVIEWS
- CONNECT WITH ME!

**CONGRATUALTIONS** on taking the first step towards financing your home. This guide is designed to walk you through each step of securing a home loan, offering expert insights, helpful tips, and important dos and don'ts along the way. Whether you're a first-time buyer or a seasoned homeowner, I'm here to help you find the best financing solution for your needs.



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## ABOUT ME

### MISSION STATEMENT

I strive to provide a client experience that is unparalleled in our industry. My love of family and passion for education are the foundation to my approach of creating an environment where honesty, diligence, and communication are paramount.

### MY PHILOSOPHY

With over 25 years of experience in the mortgage industry, I have dedicated my career to helping individuals and families achieve their homeownership goals. My philosophy is simple: provide clear guidance, offer tailored solutions, and always prioritize my clients' best interests. I believe in building relationships based on trust, transparency, and mutual respect. Whether you're

buying your first home, your tenth investment property or refinancing a current mortgage, my commitment is to make the process as smooth as possible by leveraging my expertise, utilizing the latest technology, and offering a personalized approach to fit your unique needs.

### WHY CHOOSE ME

Choosing the right mortgage professional can make all the difference in your home financing experience. I provide a higher level of service and support that you simply won't find elsewhere. With a wide range of products and solutions, I'm able to tailor the best options to fit your unique financial situation and goals. I offer a complimentary initial consultation to review your options, ensuring you have a clear understanding of your buying power and closing costs. Throughout the lending process, I'll be more than just your loan officer - I'll be your consultant, negotiator, and partner, dedicated to helping you secure the best outcome at every stage.



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# THE LOAN PROCESS

**CONGRATULATIONS!** You've taken the first step towards financing a home, what should you expect from here...?

**INITIAL CONSULTATION:** Meet with your Mortgage Advisor to discuss your goals and receive your complimentary total cost analysis outlining your buying power, estimated funds to close, and loan options.

**SUBMIT ONLINE APPLICATION AND PAPERWORK:** Submit your application and supporting documents using our online portal. Once we receive your paperwork, we'll be able to verify income, assets, and credit to confirm your maximum financing power. Be sure to send these in a timely manner to ensure a smooth and speedy process.

**PRE-APPROVAL AND HOUSE HUNTING** (if applicable): After reviewing your documents, we can provide a pre-qualification letter to allow you to start shopping for your dream home. Loan pre-qualifications are good for 60 days after which time updated documents would need to be provided to ensure no changes in your financial picture. When you are ready to write an offer, reach out to your Mortgage Advisor who will provide you with a customized pre-approval letter to submit with your offer. Be sure to connect your Mortgage Advisor with your real estate agent to ensure seamless communication and so they can collaborate on key contingency timelines during the offer structuring phase.

**RATE LOCK AND INITIAL DISCLOSURES:** \*\*You must be in contract or refinancing in order to lock-in/secure a rate (some exceptions apply). Initial disclosures will be issued within 3 business days of receiving your documents for a refinance or upon receiving a fully executed purchase contract. Rates do change daily so you will be subject to market volatility until you confirm your rate. Your Mortgage Advisor will periodically provide updated rates based on current market and will secure your rate upon your request. Once your rate is locked, you will receive an updated Loan Estimate verifying locked terms.

**APPRAISAL** (if applicable): Upon receipt of signed disclosures, your appraisal will be ordered. You will receive a payment link directly from the appraisal management company to process your payment online prior to scheduling the inspection. The appraisal is NOT a home inspection. The appraiser will verify the market value of the property as compared to similar properties and will look for any glaring health and safety issues such as ensuring smoke and CO detectors are installed and your water heater is double strapped in certain areas.

**CONDITIONAL APPROVAL:** Upon receipt of signed disclosures and supporting documents, your loan will be submitted for an underwriter to review and issue a Conditional Loan Approval. Your Mortgage Advisor will provide a list of conditions or additional documents the underwriter will need before issuing Final Loan Approval and authorizing drawing final Closing/Loan Documents. Conditions could include: updated income/assets, homeowners insurance quote, evidence of earnest money deposit clearing your account, letters of explanation, etc.

**CLOSING DISCLOSURE:** Once your loan is locked and the underwriter has reviewed appraisal, title report and homeowners insurance, your Closing Disclosure (CD) will be issued. Signing the CD acknowledges RECEIPT of the CD. It will outline anticipated funds to close and final loan terms. Federal law requires a 3 business day waiting period between the day the CD is signed and the day you can sign final closing documents.

**FINAL LOAN APPROVAL and LOAN SIGNING:** Once the underwriter reviews all loan conditions, final loan approval will be issued and loan documents will be sent to the closing agent to coordinate signing. Depending on your location, signings can be done in-person, online, or a hybrid of both. You will want to wire or provide a cashier's check to the closing agent for your final funds to close at this time.

**CLOSING TIME!** Upon receipt of signed loan documents, the lender will fund your loan. Once the closing agent receives the lender's wire and your final funds to close, they will record the new mortgage against the property and record you as the new owner!





To help make your experience as smooth as possible, here are some things to consider when getting ready to apply for a mortgage. There are no absolutes and some exceptions can be made - but these are general rules to follow. As always, check with your Mortgage Advisor with any questions you may have.

## DO'S

- Stay current with all existing payments
- Keep working for your same employer
- Have access to paystubs, bank statements, and financial documents
- Provide your earnest money deposit from your own personal bank account or from an acceptable gift source
- Notify your Mortgage Advisor if you plan to receive gift funds for closing
- If possible, allow deposits (other than payroll) to "season" in your account for 3 months
- Budget for down payment plus closing costs
- Respond to request for documents ASAP

## DON'TS

- Don't apply for new credit or obtain new debt
- Don't transfer credit card balances
- Don't close any credit card accounts
- Don't change bank accounts
- Don't move/transfer funds between your accounts without first speaking with your Mortgage Advisor
- Don't make deposits outside of your normal payroll as deposits may need to be sourced and paper-trailed
- Don't change jobs
- Don't schedule vacation before or during closing
- Don't delay getting paperwork and additional information to your Mortgage Advisor or Closing Agent

# REQUIRED DOCUMENTS CHECKLIST

THANK YOU for your interest in obtaining a real estate loan.

In order to complete your application, please provide the following items for ALL borrowers. NOTE: Not all documents may apply. If something is not applicable, please disregard.

- 2 Most Recent W2s and/or 1099's
- Paystubs Covering One (1) Full Month
- 2 Most Recent Bank Statements - all pages, including blank/disclosure pages
- Clear Copy of Drivers' License/Photo ID
- Clear Copy of Resident Alien Card - if applicable

## IF YOU CURRENTLY OWN ANY HOME:

- Most Recent Mortgage Statement for ALL owned properties
- Most Recent Homeowners Insurance Dec Page for ALL owned properties to verify coverage and annual premium
- Most Recent Homeowners Association Statement for ALL owned properties to verify monthly or annual dues

## IF SELF-EMPLOYED (or If You Own Multiple Properties):

- YTD Profit and Loss Statement - Signed and Dated
- YTD Balance Sheet - Signed and Dated
- 2 Most Recent Personal and Business Federal Tax Returns, including all pages, schedules, and statements
- 2 Most Recent K1 statements - if applicable

## IF RETIRED:

- Most Recent Social Security/Pension Award Letter

## IF MILITARY VETERAN:

- Certificate of Release or Discharge from Active Duty (Form DD214)

Your Mortgage Advisor will provide you with an online link to submit your loan application and access our secure portal to upload your documents.



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## RAVE REVIEWS FROM MY CLIENTS

For our first house purchase, my mother in law and sister and law both recommended that my wife and I use Bernie and her team for our loan application/processing. Bernie was phenomenal to work with from the first virtual meeting (due to the pandemic) throughout the entire process. Everything was explained clearly to us up front and Bernie answered any and all questions that we had during the loan approval/closing process. My wife and I will definitely be recommending Bernie to any family and friends who are looking to purchase.

**“Will always recommend  
Bernie, 10/10!”**

After working with another broker and wanting to pull my hair out, I finally asked Bernie to advise on my unique home-buying situation - a large chunk of my income is in RSUs, and I live in an expensive area, so I needed the RSUs to count on paper. Not only was she able to refinance my mortgage at no cost and save me over \$1,200 a month, she made the entire transaction as smooth and pain-free as possible. From start to finish, Bernie was organized, available, and extremely patient with all of my questions, keeping me informed throughout every step of the process. I can't recommend her enough to anyone who wants a headache-free mortgage process. Thank you, Bernie! You are truly the best in the business.

**“Bernie went above  
and beyond my  
expectations!”**

Bernie is so amazing, she is fast, and very knowledgable. Will always recommend Bernie 10/10!! You will not be dissapointed if you choose Bernie!

**“Organized,  
available,  
and  
extremely  
patient!”**

Bernie consistently went above and beyond my expectations and provided a great, easy, and as hassle free as possible, lending experience. She is very communicative, great at explaining things to a non mortgage person, and walked me through the best possibilities for my situation. I would definitely recommend Bernie to anyone because I know they will be well taken care of!



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## CONNECT WITH ME!

I **LOVE** connecting with people! Please connect with me on any or all of the following platforms!

