

CREDIT

checklist



PERSONAL INFO

- Correct full name
- SSN is correct; any inconsistencies will require an SSN check with Social Security
- Administration
Date of Birth should match Driver's License. If not, an explanation is required
- Employment history should reflect current employer unless recently employed

TRADELINES

- Any installment loans with less than 10 months remaining can be excluded
- All lease payments will be included regardless of the length of time remaining
- Student loans without monthly payments will be calculated using 1% of the balance
- Any indication of past due child support or other legal-related information will require proof that it has been paid or will be paid
- Any open HELOCs must be closed or treated as an open mortgage
- No open disputed accounts with unpaid balances.

INQUIRIES

- Any inquiries within the last 120 days require a letter of explanation
- Any inquiries that resulted in new debt require:
 - CREDIT CARD- A copy of the most recent credit card statement reflecting monthly payment and balance.
 - INSTALLMENT LOAN - Copy of note and terms of the loan agreement.

PUBLIC RECORDS

- Open judgments will require proof debt is paid and satisfied
- Any tax liens will need to reflect as paid and satisfied, or proof of payment agreement that it is currently being paid is required
- Active bankruptcy will need to show the date of discharge and be supported by documentation

Letters of Explanation

- ANY AKAS OR ADDITIONAL NAMES
- ANY PAST DUE MORTGAGE PAYMENTS WITHIN 12 MONTHS
- PREVIOUS ADDRESSES YOU COULD BE ASSOCIATED WITH
- CONFIRMATION THAT RECENT CREDIT INQUIRIES DID NOT RESULT IN NEW DEBT

Exclude Debt

- IF SOMEONE ELSE MAKES A PAYMENT ON A LIABILITY WITH YOUR NAME ON IT TO AVOID HAVING IT INCLUDED IN YOUR DEBT YOU CAN PROVIDE A COPY OF THE MOST RECENT 12 MONTHS' BANK STATEMENTS CONFIRMING PAYMENTS BEING PAID BY ANOTHER PARTY TO EXCLUDE ANY DEBT. THEY MUST ALSO BE ON THE LOAN FOR THE DEBT.
- INSTALLMENT DEBT WITH LESS THAN 10 MONTHS REMAINING CAN BE EXCLUDED WITHOUT ADDITIONAL INFO.

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