

# CHECKLIST FOR A STRESS-FREE TRANSACTION & TIMELY CLOSING!

## Tips & Tricks from Lending Path Mortgage



- DO include all pages to each document you provide (ie tax returns, bank statements, investment statements).
- DO let us know if the home you are purchasing is a condo, townhouse, manufactured, or modular.
- DO give us any additional documents requested within 24 hours to make sure we meet deadlines towards closing date.
- DO make sure your earnest money check does not exceed 50% of your monthly income, is from a source that is easily verified, and shows no large deposits or bank transfers.
- DO make a copy of your earnest money check prior to giving it to your realtor.
- DO make sure your realtor completes and you sign the purchase agreement using the exact name on the loan documents. If we are using your full name with a middle initial or your last name is hyphenated, it must match.
- DO pay all of your bills on time.
- DO make sure your taxes are filed and any liabilities are paid. Let us know immediately if you have not filed your taxes for the current year.
- DO notify our office if you will be out of town during the mortgage process or the day of closing.
- DO contact us if you need a referral for homeowner's insurance.
- DO keep your cash for closing in an account that we can easily verify and do not spend it prior to closing.
- DO contact the closing agent (attorney) for instructions for how to get the cash for closing to them.



- DON'T open any new debt or increase balances of existing debt including a car purchase, or a same as cash account to buy furniture or appliances.
- DON'T change jobs or quit your job.
- DON'T pay off a loan or open/close a new bank account without talking to us.
- DON'T transfer money between accounts during your mortgage process. We need to verify funds in all accounts and will need to document a paper trail if any funds are moved.
- DON'T make any large deposits that are not verifiable. All large deposits other than payroll must be verified and the source where the funds came from. Please contact any of us with any questions relating to large deposits.
- DON'T black out or mark anything on your documents.
- DON'T let any creditor pull your credit that will cause another inquiry.
- DON'T have any non-sufficient fees on your bank accounts.

*Let us know if you have any questions or concerns!*

*Eddie Sprouse*

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