



Greetings!

I'm excited about the opportunity to assist you and your family with your new home. I wanted to take a moment and introduce myself and my team. I have been in the world of Real Estate as a Mortgage loan officer for many years. My team will make this experience smooth and seamless.

Thank you for the opportunity to earn your business. We know you have many options when it comes to lending and we will make sure this is a red carpet experience for you.

## ACTION ITEMS

**Step One:** Please visit **SouthernHL.com** to complete the online application.

**Step Two:** Attached is a list of documents for you to begin collecting. Our goal is to provide you with excellent service and to make sure you have a smooth and on-time closing.

Feel free to reach out to us with any questions.

Sincerely,

*Brandon Cryslar*

SALES MANAGER  
NMLS 162096



352.553.9451



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SouthernHL.com

**APPLY NOW**

**SCAN ME**



Thank you for the opportunity to be your mortgage lender! To help us better serve you, we are providing the following list which includes the typical documentation reviewed by the lender to complete the mortgage process. You can easily upload documents to your customer portal in Simple Nexus. After the documentation is reviewed by the lender, there may be more detailed documentation deemed necessary to complete the mortgage process. By furnishing any and/or all the documentation, an applicant is in no way obligated to accept the terms and conditions of the mortgage offered, nor does the borrower have to provide these documents to receive a Loan Estimate.

## **ALL BORROWERS**

- Copy of unexpired picture identification (e.g., Driver's License, VISA, Passport, Military ID, or State Issued ID) for each applicant
- Most recent two (2) months of bank statements, ALL numbered pages
- Most recent two (2) months of brokerage statements, ALL numbered pages
- Most recent two (2) months of retirement statements, ALL numbered pages
- Terms of withdrawal for retirement accounts
- Executed Purchase Contract/Agreement with all addendums
- Supporting documentation for any recent deposits not noted as automated payroll deposits
- Homeowners insurance policy if refinancing or information for the new property – agent and company name with phone number
- If any deposits or funds for closing are from a Gift (e.g., from relative, employer, non-profit, etc.), then more documentation will be required depending on the loan program – check with your Loan Officer for a specific list for your chosen program
- Copy of Earnest Money Check (a copy of the cleared check may be required as well, check with your Loan Officer)
- Copy of Social Security card

### **SELF-EMPLOYED BORROWERS**

\*Own at least 25% of a business, corporation, and/or partnership

- Most recent 30 days of pay stubs for each income source for each applicant
- W-2, K-1, and/or 1099 forms for the previous two (2) years for each applicant
- Most recent two (2) years of personal federal income tax returns with ALL schedules for each applicant, if filed separately

### **SALARIED BORROWERS**

- Most recent two (2) years of business federal income tax returns with ALL schedules for each applicant, if applicable
- Year-To-Date Profit/Loss Statement and Balance Sheet for any sole proprietor company, partnership, or corporation in which you have 25% or more ownership
- W-2, K-1, and/or 1099 forms for the previous two (2) years for each applicant

# What to Expect Between Now and Closing



## FIRST 30 BUSINESS DAYS AFTER CONTRACT

Visit [SouthernHL.co](https://SouthernHL.co) to prequalify for your loan.

Due within 48 hours of this e-mail

### Loan Structuring Call

Virtual meeting using Zoom/Teams to set up your loan options and address any questions and concerns. Your Loan Officer will send out your prequalification letter and Loan Estimate list after the call.

### Disclosures

Receive your initial set of disclosures (Non-binding and required for file setup)

### Loan Documents

Send your initial needs list back to us via email. The team will request any additional documents that may be needed.

### Setup/Processing/Underwriting

The team will review your documents and move your loan forward to set up then processing, then underwriting for your initial underwriting review

Once you have your loan conditionally approved, your interim wait time will begin. The file will be on hold till approximately 60 days until closing. If you have any questions or concerns, please reach out to the team.

## 30-60 DAYS PRIOR TO CLOSING

**Documentation Update:** During this time, the Southern Home Team will update your file for closing. The first thing we will do is refresh your credit report. After that, your processor will check if the documents that we have on file (paystubs, etc.) are the most current and if your file is complete. Any items that your processor requests from you are highly time sensitive.

## 10-45 DAYS PRIOR TO CLOSING

**Locking your rate:** Please reach out to your loan officer at this time to lock in your interest rate. Within three days of locking your rate, you will receive a DocuSign disclosure bundle with your updated estimated terms from our team. It is very important that you DocuSign the bundle in a timely manner. Please reach out to one of our team members with any questions. We're happy to help!

**Underwriting Re-Review:** The underwriter will review your new documents and information and advise if any additional clarification or documentation is needed for final approval (if so, your processor will promptly reach out to you).

**Insurance:** We will verify your insurance information with the insurance provider you have selected for homeowners insurance. It is very important that you provide the Southern Home Team with the name and contact information of your homeowners insurance provider 30 days in advance, no later than 20 days prior to closing to prevent delays.

# What to Expect Between Now and Closing



## 5-10 DAYS PRIOR TO CLOSING

**Final Required Third Party Verifications:** Around this time, we will conduct required audits and verifications that must be completed within 10 days of your closing date. It is very important that you do not change your employment information or marital status, or apply for any new lines of credit during the loan process.

**Closing Preparations:** Our closing department will begin preparing your documents for closing. During this time, we will connect with the title company and other third parties to finalize our figures.

**Underwriting Final Approval Submission:** Upon receipt of the final required third party verifications, your loan will be resubmitted to underwriting for final approval.

**Appraisal:** Your appraisal will be received for your new home, and we will send you a copy for your records upon receipt. If you do not receive a copy of your appraisal at least prior to closing, please contact a member of our team.

## 3-5 DAYS PRIOR TO CLOSING

**Closing Disclosure:** Once all your figures are confirmed with the title company, builder, insurance provider, etc., you will receive a closing disclosure from our closing department via DocuSign. This document will contain the final amount you will need to bring in a cashier's check payable to the title company. It is very important that you sign this final closing disclosure immediately upon receipt on the same day. It is time stamped and we are held to very strict guidelines by the federal government. Failure to do so could delay your closing.

## DAY OF CLOSING

**Closing:** You will have received closing instructions (date, time, address, etc.) by this time. We recommend that you print these instructions. On the day of closing, bring your cashier's check payable to the title company, your driver's license, and your spouse if he/she is not on the loan with you to your appointment. Because Texas is a community property state, your other half must also be at the closing.

# CONGRATULATIONS IN ADVANCE!

# HOME

*sweet home*

# THE DOS & DON'TS

## OF FINANCING A HOME



### THE DOS

CALL IF YOU HAVE QUESTIONS OR CONCERNS

TELL YOUR FRIENDS AND FAMILY ABOUT THE SOUTHERN HOME TEAM

GET A GOODS NIGHT SLEEP; YOU WERE REFERRED TO OUR TEAM FOR A REASON AND CAN RELY ON US FOR RED CARPET SERVICE

CONTACT OUR TEAM IF YOU THINK ANY OF THE **DON'TS** ARE UNAVOIDABLE. WE CAN HELP DETERMINE WHAT TO DO SO YOUR LOAN IS LEAST NEGATIVELY AFFECTED.

**TALK TO ME TODAY  
AND LEARN HOW  
I CAN HELP YOU**



### THE DON'TS

CHANGE JOBS, QUIT YOUR JOB OR BECOME SELF-EMPLOYED

BUY OR TRADE A VEHICLE

INCREASE DEBT/ BALANCES OR MISS A PAYMENT

SPEND MONEY YOU HAVE SET ASIDE FOR CLOSING

BUY FURNITURE OR APPLIANCES OR MAKE A NEW CREDIT APPLICATION

ORIGINATE CREDIT INQUIRES (NO NEW LOANS, CREDIT CARDS OR LINES OF CREDIT)

MAKE LARGE DEPOSITS OR TRANSFER FUNDS

CHANGE BANK ACCOUNTS

CO-SIGN ANY LOAN



SOUTHERN HOME TEAM



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