



GREAT FALLS

RESERVATION CHECKLIST

Please submit via secure email to Karen Cleveland (kcleveland@nwgf.org) and Jensen Lundy (jlundy@nwgf.org). If you need to submit securely via our NeighborWorks Great Falls Share File, please contact Karen Cleveland (kcleveland@nwgf.org) and Jensen Lundy (jlundy@nwgf.org).

At least 15 BUSINESS DAYS for processing the loan prior to closing are required. If you are requesting 0% Deferred HOME funds, the processing time may be longer. Incomplete packages will delay the processing.

PLEASE NOTE: The FINAL first mortgage CD must be approved by both NeighborWorks and the first mortgage lender – 48 hours prior to close.

Date: _____ Lending Institute: _____

Lender: _____ Email Address: _____

- Name of borrower(s): _____
- Household size: _____ County: _____
- Email address(s) of borrower(s) _____
- Subject property street address: _____
- NeighborWorks loan program / product requested: _____
- NeighborWorks loan amount requested \$ _____
- First mortgage: Type: _____ Amount: _____ Term: _____
Interest Rate: _____ MBOH? Yes or No
- Underwriting Transmittal (1008 or FHA). NOTE: If ratios exceed NW program guidelines, we will need a letter from the Loan Officer as to why NWMT should grant a ratio waiver; letter of valid compensating factors.
- Residential Mortgage Application:
 - Signed by borrower(s) & Loan Officer
 - Include auto(s) – year, make, model, estimated value
 - Include estimated total dollar value of Household Goods / Personal Property
 - Document two years employment history
- Buy-Sell Agreement – with all exhibits, addendums, counter offers
- Credit Report

- Loan Estimate (LE)**
- If mid credit score is below 640, will need 3 additional items:**
 - VOR – Verification of Rent (minimum 12 months)**
 - Letter, from Loan Officer, as to why NeighborWorks should grant a credit waiver**
 - Applicant credit explanation letter**
- Verification of Employment**
 - Written verification of employment**
 - Current 2 months consecutive paystubs for all adult (18 & over) household members (If paid every two weeks, we will need five paystubs)**
 - If no income, written, signed, and dated statement regarding no income**
- If self-employed submit**
 - 2 years Tax Returns, signed and dated**
 - Current year profit and loss or income statement, signed & dated**
- Other income documentation** SSI, unemployment, etc. AND Child support: Proof of receipt and documentation of the amount; Divorce Decree / Parenting Plan, CSED child support payment history; etc.
- Two months current Bank Statements for all accounts of borrowers**
- Picture ID for each borrower**
- Copy of Title Commitment**
- Copy of Earnest Money check; and proof that Earnest Money check cleared borrower(s) bank account**
- Flood Cert**
- ***Appraisal**
- ***Homebuyer Education Certificate**
- Estimated closing date: _____**
- Title Company: _____**
- Title Company Address: _____**
- Escrow Officer's name: _____**
- Escrow Officer's email address: _____**
- Escrow Officer's phone #: _____**

*****The package can be submitted without the Appraisal and/or the HBE Cert – indicate “to follow”.**

Updated 11/3/2022