

NeighborWorks RESERVATION CHECKLIST

Contact NWMT for instructions to submit a secure file

17 5th St South, 59401 - P.O. Box 1025, Great Falls, MT 59403

(406) 761-5861

Lender: _____

Date: _____

Bank: _____

Phone: _____

Email: _____

Fax: _____

Household Size: _____ County: _____

Name of borrower(s) (Full name as taking title)

Email address(s) of borrower(s) _____

Subject property street address:

Amount of NW loan requested, we will finance our fees if possible
\$ _____ does this include NWMT loan fees? Y or N

Type of NW loan product requested: _____
See Product Guidelines for borrower's required investment

First mortgage: Type: _____ Amount: _____ Interest rate: _____
term: _____ Will this be MBOH: Yes or No

Underwriting transmittal (FNMA 1008) If ratios exceed guidelines: request waiver listing compensating factors

Residential Mortgage Application FNMA 1003 Include value for vehicles and other personal property

Loan Estimate

VOE-Written VOE & current 2 months consecutive paystubs for all adult household members (18 & over) or written, signed and dated statement regarding no income (Document 2 years employment history)

Tax returns for self-employed, signed and dated

Other income documentation (child support, SSI, unemployment) proof of receipt and documentation of the amount

Credit Report and LOX if applicable; below 640-request waiver listing compensation factors

Two months current Bank Statements or VOD for all accounts of all household members

Picture ID for each borrower

Copy of Title commitment

**Homebuyer Education Certificate

Buy-Sell agreement and all addendums and exhibits

Flood Determination

Appraisal – Does it indicate property is vacant or tenant occupied? **Cannot have been rented for the previous 90 days

Estimated date of closing: _____

Closer's name: _____ Title Co. address: _____

Phone: _____ Fax: _____

At least 15 WORKING DAYS for processing the loan prior to closing are required. Incomplete packages will delay the processing of the loan.

** The package can be sent without Appraisal & HBE certificate—indicate “to follow”