



RESERVATION CHECKLIST

Please submit via secure email to Lori Yurko (lyurko@nwmt.org) and Matt Bronson (mbronson@nwmt.org). If you need to submit securely via the NeighborWorks Share File, please contact Lori Yurko (lyurko@nwmt.org) and Matt Bronson (mbronson@nwmt.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.

NWMT will not consider rush requests for any loan.

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: _____ Rate & Terms: _____
MBOH? Yes or No
- SIGNED Electronic Communications Agreement (Document is attached to this checklist)**
- 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 12.4.23

ELECTRONIC COMMUNICATIONS AGREEMENT



Lender: Montana HomeOwnership Network dba NeighborWorks Montana
17 5th Street South
PO Box 1025
Great Falls, MT 59403

Borrower Name(s): _____

Borrower Address: _____

From time to time we may send you information and documents by email related to your loan or in reference to other inquiries. If required by law and unless you have provided us with consent to receive electronic communications as required by the Electronic Signatures in Global and National Commerce Act (ESIGN Act), such information may also be provided in hard copy. Note that this document does not provide ESIGN Act consumer consent. If you would like to receive email from us, please provide your preferred email address below. We will never request personal or sensitive information via email from you.

I (We) would like to receive emails from the Montana HomeOwnership Network dba NeighborWorks Montana at the following email address:

Email Address (Borrower)

Email Address (Co-Borrower)

I (We) understand that I (We) am/are not required to consent to the electronic delivery of information or documents and separate ESIGN Act consumer consent to electronic delivery may be required for certain types of communications.

BORROWER:

Signature

Date

Name

CO-BORROWER:

Signature

Date

Name