

MORTGAGE CHECK LIST

Borrower _____

Co-Borrower _____

Application Date _____

Loan Officer _____

- Completion of application materials.
- Gathering and submission of income/financial documentation.
- Preparation of **RESPA** and other required disclosures.
- Counseling of borrowers regarding loan products and services.
- Maintenance of communication between borrower and lender.
- Assistance in collection of closing stipulations.
- Assistance in organizing and arranging closing.
- Collection of employment verification.
- Order certified appraisal/property evaluation report.

All community banks should perform (5) of the above actions during any new mortgage loan request in order to collect a percentage of the loan amount as processing/origination fee income.

First Choice Financial Corp's fee is based on the following services: a) Pre-Approval and Commitment Services b) RESPA and disclosure preparation c) Underwriting package preparation and investor submission d) Title and closing services e) Final closing stipulations f) Investor Network funding, Investor Management and Broker Agreements

First Choice Financial Corp's fee is determined by mortgage loan products available for any loan request submitted for our services. Loan size is also a factor in determining the total fees charged to any mortgage loan customer.

***FOLLOW THE BOND
MARKET VIA EMAIL
Enroll today at www.fcfc.net***

DO YOU WANT PRE-APPROVALS?

Fax Submission Form, 1003 and Credit Report
to (478) 451-4754