



Welcome to our family

Dear Buyer,

We would like to congratulate you on your brilliant decision to embrace current market conditions and become a homeowner. The currently low interest rates and home prices make purchasing a home more affordable than it has been in a very long time. We are committed to helping you through every step of this very exciting process. We can assure you superior client service and untiring dedication.

Referring our services to someone you care for is the highest level of compliment we can hope to receive. It not only affirms that we are doing a great job, it also allows us the opportunity to help another dream come true. Our relationship was made possible through the introduction of one of our clients. Our way of demonstrating our appreciation for sharing the experience is through our *Friends & Family* discounts. Waiving our application fee and providing you with a complimentary detailed assessment of your *Purchasing Power Position* are our housewarming gifts to you.

Enclosed you will find:

1. List of documents we need to assess your *Purchasing Power Position*. Please provide all documents that apply. This will give us all the information we need to evaluate your credit and financial strengths and/or weaknesses. We can then make a determination of what your *Purchasing Power Position* is. If we find there are improvements to be made, you will be provided a detailed plan to increase your *Purchasing Power Position*.
2. A credit report request & authorization form.
3. A client questionnaire. Please print and complete one form per borrower.
4. Advice for prospective buyers, Dos and Don'ts.
5. Fax or e-mail coversheet to send package.
6. A Borrower's certification and Authorization form. Please print and complete one form per borrower.

You can fax or e-mail package using information contained in letterhead. Should you have any questions, please don't hesitate to contact us. Our normal business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. If you require assistance outside of those hours, please notify us in advance and we will do our very best to accommodate you.

Sincerely,

Isaza International Mortgage Bankers Corp



Standard Domestic Purchase Document Check List:

Identification

1. Social security card.
2. Driver's license.
3. Permanent resident card **or** Non-permanent resident alien card **and** valid work visa with all previous renewals.

Income

Income requirements for **salaried or employee** borrowers:

1. 2018 & 2019 Personal Tax Returns. (Must include all pages and all schedules)
2. 2017, 2018 and 2019 W-2's forms.
3. 4 most recent pay check stubs.
4. Verification of employment form filled out by supervisor or human resource dept. (We will contact your employer to complete the verification of employment)

Income requirements for **self-employed** borrowers:

1. 2018 & 2019 Personal Tax Returns. (Must include all pages and all schedules)
2. 2017, 2018 and 2019 1099's forms.
3. 2018 and 2019 Corporate Tax Returns. (if applicable)

Income requirements for borrowers who are **self-employed and salaried or employee**:

1. 2018 & 2019 Personal Tax Returns. (Must include all pages and all schedules)
2. 2017, 2018 and 2019 W-2's forms.
3. 4 most recent pay check stubs.
4. Verification of employment form filled out by supervisor or human resource dept. (form attached)
5. 2017, 2018 and 2019 1099's forms.
6. 2017 and 2018 (and 2019 if available) Corporate Tax Returns, must include from K-1. (if applicable)

Income requirements for borrowers receiving **social security (retirement) or disability income**:

1. Copy of most recent year social security awards letter or disability letter.
2. If tax returns are filed, 2018 and 2019 Personal Tax Returns. (Must include all pages and all schedules)

Assets: (Purchases ONLY)

1. Most recent two months complete bank statements on all accounts. Please be sure to include all pages for a complete statement. Please include, if applicable, all complete and most recent statements for all: 401k, Certificate of Deposit, Stocks & Bonds, Retirement/Pension and foreign accounts.



Credit Report Request & Authorization

Applicant Information	
Full Legal Name	
Social Security Number	
Date of Birth	
Card Holder Information	
Name as it appears on card	
Billing Address	
City	
State	
Zip Code	
Phone	
Email Address	
Credit Card Information	
Credit Card Type	VISA MASTERCARD AMEX DISCOER
Credit Card Number	
Expiration Date	
Card Identification Code (CVV2)	3 digit code beside signature
I, _____, authorize Isaza International Mortgage Bankers to use my credit card for the purpose of acquiring a credit report, and purchasing an appraisal. The charge will be billed directly by vendor, i. e. Credit Plus Inc. or XYZ appraisal company.	
Card Holder Signature	
Date	

Note: These fees are charged to your credit card directly by vendors. Corelogic/Credco (charge range: \$25-\$35 per applicant). Property Appraisal reports can range is cost between \$475.00 and \$650.00 for residential non rural properties. Commercial and rural property appraisal report cost will vary on a case by case basis.



Client Questionnaire

One form per borrower

PERSONAL INFORMATION

Borrower: _____

Contact Information: Home: (____) ____ - _____

Cell: (____) ____ - _____ Work: (____) ____ - _____

Marital Status: _____

Present Address: _____

City: _____ State: _____ Zip: _____ *If you have lived here less than 2 years please complete PREVIOUS ADDRESS section of this form.

Previous Address: _____

City: _____ State: _____ Zip: _____

EMPLOYMENT

Current Employment

*If you have worked here less than 2 years please complete PREVIOUS EMPLOYMENT section of this form.

Position: _____

Supervisor Name/Phone No.: _____ / (____) ____ - _____

Years on job: _____ Years in line of work: _____

Salaried or Self Employed



Previous Employment

Position: _____ Pay rate: _____

Supervisor Name/Phone No.: _____/ (____) ____ - _____

Years on job: _____ Years in line of work: _____

Salaried or Self Employed

ASSETS

Circle all asset types that apply. On each line provide Institution name, asset type and balance/cash value. If you will be receiving a monetary gift from an immediate family member for this purchase please indicate family member name, source of funds, asset type, institution and balance/cash value.

Checking Savings Retirement account CD Life Insurance Gift

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____



ADDITIONAL INCOME/OBLIGATIONS

On each line provide type of income/obligation indicate the amount and if you receive or pay.

Alimony Child Support Social Security Disability Pension Other(explain)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

CREDIT CONCERNS

Below list and explain any collections or judgments you anticipate your credit file will reflect. Indicate the Creditor, amount and type of account. You may also indicate any additional concerns you have regarding your credit file.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____



Have you purchased a home in the last 3 years? Y N
Do you currently own a home? Y N
If yes, is this a PRIMARY RESIDENCE VACATION INVESTMENT N/A
Have you been party to a FORECLOSURE SHORT SALE DEED IN LEUI N/A
Are you a US CITIZEN RESIDENT ALIEN FOREIGN NATIONAL
Are you a party to a law suit? Y N

Any additional information you feel would be helpful:

I, _____(Printed Name), certify that the information I have provided is true and correct to the best of my knowledge.

_____/_____
Signature Date



What you DO know can help you.

DO save money

Saving money is always a good idea. To purchase a home you will need money.

DO communicate with your Loan Representative

Your Loan Representative is here to help and guide you. The more he or she knows, the better he or she can do that. If you are not certain if something is a DO or a DON'T, ask.

DO keep records

In the age of technology many of us have gone paperless and others entirely record less. Lenders require documentation. Make sure your records are accessible and available. Keep records of all payments.

DO continue making your mortgage or rent payments

Remember, you're trying to buy or refinance your home – one of the first places a lender looks for responsible patterns is at your current rent and/or loan history.

Even if you plan on closing in the middle of the month, or if you've already given notice, continue paying that rent until you've signed your final loan documents.

It's always better to be safe than sorry.

DO stay current on all accounts

Much like the first item, the same goes for your other types of accounts (student loans, credit cards, etc).

Nothing can derail a loan approval faster than a late payment coming in the middle of the loan process.



What you DO know can help you.

DON'T make a major purchase (car, boat, big-screen TV, etc...)

This one gets borrowers in trouble more than any other item.

A simple tip: wait until the loan is closed before buying that new car, boat, or TV.

DON'T buy any furniture

This is similar to the previous, but deserves its own category as it gets many borrowers in trouble (especially First-Time Home Buyers).

Remember, you'll have plenty of time to decorate your new home (or spend on your line of credit) **AFTER** the loan closes.

DON'T open a new credit card

Opening a new credit card dings your credit by adding an additional inquiry to your score, and it may change the mix of credit types within your report (i.e. credit cards, student loans, etc.).

Both of these can have a negative impact on your score, and could result in a denial if things are already tight.

DON'T close any credit card accounts

The reverse of the previous item is also true. Closing accounts can have a negative impact on your score (for one – it decreases your capacity which accounts for 30% of your score).

DON'T open a new cell phone account

Cell phone companies pull your credit when you open a new account. If you're on the border credit-wise, that inquiry could drop your score enough to impact your rate or cause a denial.



DON'T consolidate your debt onto 1 or 2 cards

We've already established that additional credit inquiries will hurt your score, but consolidating your credit will also diminish your capacity (the amount of credit you have available), resulting in another hit to your credit.

DON'T pay off collections

Sometimes a lender will require you to pay of a collection prior to closing your loan; other times they will not.

The best rule of thumb is to only pay off collections if absolutely necessary to ensure a loan approval. Otherwise, needlessly paying off collections could have a negative impact on your score.

Consult your loan professional prior to paying off any accounts.

DON'T take out a new loan

This goes for car loans, student loans, additional credit cards, lines of credit, and any other type of loan.

Taking out a new loan can have a negative impact on your credit, but also looks bad to underwriters and investors alike.

DON'T make any deposits to your bank accounts that cannot be explained and documented.

Lenders will require that all assets be documented. Deposits that cannot be explained cannot be used for purchasing your home. Make sure to document all sources of assets and deposits to avoid this costly mistake. It is always best to ask questions and discuss things with your Loan Representative beforehand.



PACKAGE

For: PROCESSING DEPARTMENT

Fax number: 1-888-844-2292

From:

Fax number:

Date:

Regarding: DOCUMENT PACKAGE

Number of pages:

Comments: