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Hello and thank you for your business! We look forward to working with you! Please read this packet carefully, as it will answer many of the questions you may have about your home loan process.

It is very important to us that you feel confident about your home loan process, so please allow us to recap exactly what needs to happen from now until your closing date. You will find in this package a loan application and a set of disclosures regarding your new loan. Please review carefully, fill in any blanks, sign all pages, and return as soon as possible. Below, we have provided a list of items that we will need from you to complete your loan file. **IT IS VERY IMPORTANT TO RETURN ALL REQUESTED ITEMS WITHIN 48 HOURS AS NOT TO DELAY YOUR LOAN CLOSING!** Please return in the pre-addressed Fed-Ex envelope, e-mail, or fax. If 48 hours is not feasible, please send back what you have immediately and write us a note of anything you are working on and send later. Also, be aware that it may be necessary that we ask for additional information throughout your loan process, depending on the particular details of your loan file.

With the information we have at this time, our estimate of the funds you will need to bring to the closing (or receive in cash back) is approximately\_\_\_\_\_. All funds greater than \$1000 must be brought to closing in the form of a cashier’s check made payable to the title company. Be sure to bring your checkbook and Photo ID’s as well.

**This number WILL CHANGE** based on a variety of factors such as your exact payoff figures from your current mortgage company, your closing date, the amount of your taxes and insurance, exact title company costs, etc. If we receive all needed information promptly, we may be able to adjust your loan amount, if you request that we do so.

Your closing will be held at \_\_\_\_\_ . You will need to call them as soon as we receive your documents (approx. 3 days after you return the documents) at \_\_\_\_\_ to reserve a closing date between \_\_\_\_\_ and \_\_\_\_\_, to ensure that your interest rate does not expire. Remember, most refinances require a **3 day “rescission period”** (waiting period) before any funds are released to you or used to pay off your present mortgage company. We will also be ordering an appraisal, if required. An appraiser will be calling you to schedule an appointment to have access to your home. You will need to contact your homeowner’s insurance agent and let them know that you are refinancing your home loan. Ask your agent to contact Angeline Priem (703-218-4142) in our office for the information they will need from us to update your policy.

As we approach your closing date and have received back the appraisal, title commitment, and all items requested from you, we will confirm the final numbers and let you know if there are any special items you need to bring to the closing. I hope this letter serves to answer many of your questions, but if you need further assistance, please contact us for an office or phone appointment. Thank you and we look forward to working together with you!

**Pat Cunningham** – Sr. Vice President  
 Loan Officer

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## **Required Documents for Your Planning Session/Loan Application**

PLEASE RETURN NO LATER THAN 2-4 days upon receipt. Please do not staple pages or send double sided copies. If you send originals, we will mail them back to you after your settlement.

- Check for appraisal made payable to HOME SAVINGS & TRUST MORTGAGE in the amount of \$\_\_\_\_\_ (if required).
- Consecutive paycheck stubs covering the last 30 days (5 if paid weekly, 3 if paid every two weeks, 2 if paid twice a month, 1 if paid monthly) **If transferring to this area or changing jobs**, we will need an official offer/transfer letter with your start date, company information, and compensation information. We will need a copy of your first paycheck when you receive it. **If you receive any kind of social security or retirement income**, we need the reward letter you receive which indicates the amount you receive each month and any taxes you pay.
- W2 and 1099 income tax forms **and** federal tax returns for last two years. (Last three years if VHDA loan) Include form 1040 and all schedules. Include extension if you filed one. If you own a business, last two years federal tax returns for corporate, partnership, or S-Corporations with all schedules and K-1's.
- Monthly bank statements (all pages) for the last two months for all checking, savings, CD, money market, stocks, bonds, IRAs, 401Ks or other bank and investment accounts. **NOTE: Please see the attachment for underwriting guidelines concerning all asset statements and deposits.**
- If applicable, a copy of divorce decree/separation agreement and associated amendments to support child alimony and support payments.
- Most recent mortgage statement for each current, open mortgage (Home equity line of credit included)
- Most recent real estate tax bill and homeowners insurance declarations page for each property.
- Settlement statement (HUD1) and **NOTE** from purchase or last refinance for all current, open mortgages. (The NOTE can be found in the Title Documents from your last purchase or refinance. It summarizes the rate and terms of your mortgage. It is one of the documents you signed at closing, and is usually only a few pages long)
- A copy of your Owners Title Insurance policy from the purchase of your home. It may entitle you to a small refund and it will be needed if there are any unreleased liens on your home from previous owners. Contact the title company you closed at if you cannot find it.
- Home Owners Association statement for each property for dues paid monthly, quarterly, or annually (if applies)