

# NeighborWorks RESERVATION CHECKLIST

Packages must be mailed or over-nighted.

**FAXED OR E-MAILED PACKAGES ARE NOT ACCEPTED**

509 1<sup>st</sup> Avenue South, Great Falls, MT 59401 \* PHONE: (406) 761-5861

ATTN: Loan Department

FROM: \_\_\_\_\_

AT: \_\_\_\_\_

Email Address: \_\_\_\_\_

DATE: \_\_\_\_\_

FAX # \_\_\_\_\_

PHONE: \_\_\_\_\_

FAMILY SIZE : \_\_\_\_\_ COUNTY : \_\_\_\_\_

- NAME(S) OF BORROWER(S) (FULL NAME AS TAKING TITLE TO PROPERTY)  
\_\_\_\_\_
- STREET ADDRESS OF SUBJECT PROPERTY:  
\_\_\_\_\_
- AMOUNT & TYPE OF 2<sup>ND</sup> MTGE REQUESTED FROM NWGF: \$ \_\_\_\_\_  
(REMEMBER TO INCLUDE FEES AND DEDUCT BORROWER'S \$500 REQ'D INVESTMENT)
- AMOUNT & TYPE OF 1<sup>ST</sup> MTGE (FHA, VA, RD, CONV) INTEREST RATE & TERM:  
\_\_\_\_\_
- VERIFICATION OF INCOME (FULL VOE'S, TAX RETURNS IF SELF-EMPLOYED, DISABILITY AWARDS, CHILD SUPPORT INCOME, DIVORCE DECREE, ETC.) FOR ALL OCCUPANTS OF THE HOME AGED 18 AND OVER, INCLUDING THOSE NOT OBLIGATED ON MORTGAGE. DO NOT SUBMIT PACKAGE WITHOUT INCOME VERIFICATIONS**
- LOAN ANALYSIS FORM - PROGRAM RATIOS NOT TO EXCEED 29/41 UNLESS COMPENSATING FACTORS (NARRATIVE REQD)**
- RESIDENTIAL LOAN APPLICATION (FINAL COPY, NOT PRE-QUALIFYING FORM, BUT NEED BORROWERS & LENDERS SIGNATURES FROM ORIGINAL APPLICATION). \$ VALUE FOR AUTOMOBILES OWNED & OTHER ASSET MUST BE LISTED ON PAGE 2 OF APPLICATION**
- CREDIT REPORT & CREDIT EXPLANATIONS IF APPLICABLE
- VOD'S OR CURRENT BANK STATEMENT(S) FOR ASSET VERIFICATION
- GOOD FAITH ESTIMATE
- COPY OF TITLE COMMITMENT
- BUY/SELL AGREEMENT & LEAD BASED PAINT DISCLOSURE
- \*\*CERTIFICATE OF COMPLETION OF NW APPROVED HOMEBUYER EDUCATION**
- \*\*APPRAISAL. IF REPAIRS, COPY OF FINAL INSPECTION REQUIRED PRIOR TO CLOSING. CANNOT DISPLACE A TENANT IF USING OUR FUNDS.**
- DATE OF CLOSING: \_\_\_\_\_
- CLOSING AGENT & THEIR ADDRESS, PHONE & FAX #'S: \_\_\_\_\_

**NEIGHBORWORKS MUST HAVE AT LEAST 10 WORKING DAYS FOR PROCESSING PRIOR TO CLOSING ..... IF PACKAGE IS INCOMPLETE IT WILL TAKE LONGER.**

**HOME 0% LOANS TAKE LONGER TO PROCESS DUE TO REQUIRED INSPECTIONS**

**\*\* Reservation package can be sent before Appraisal & HBE cert are received – mark checklist “to follow”**