

MAKING *Dreams* COME TRUE

Grow WEST

MORTGAGE LOAN DOS AND DON'TS

Buying a new home opens the door to an exciting new chapter in your life. Dakota West Credit Union is excited to take this journey with you and we want to make sure your path to homeownership is as smooth as possible. We want to inform you of some important things to do and not to do when applying for a mortgage.

DO

- Review the copies of your application and all disclosures. If you need a correction or have a question, please contact your mortgage loan officer.
- Make payments on time. It's important to continue to make on-time payments even on the accounts that may be paid off by the time your loan closes.
- Immediate notification to your mortgage loan officer is needed if the following things change: income, job, hours you work as these can all have an impact on your loan approval.
- Keep all pay stubs, W-2s, 1099s, and federal tax returns from application until closing, and be prepared to provide copies, if necessary.
- Keep copies of all larger deposits made to your accounts and records of transfers between accounts between now and closing. Be prepared to provide copies if needed.
- Notify your mortgage loan officer of any maintenance issues, issues identified in a home inspection or incomplete construction that may be present in the house you are financing.
- Select your homeowner's insurance and provide the insurance binder and paid receipt to your mortgage loan officer. Make sure the property address on your insurance matches the exact address on your loan approval and that the binder/policy lists "Dakota West Credit Union, its successors and/or assigns" as loss payee/lienholder.
- Notify your mortgage loan officer of any unique features of the home (ie: additional living quarters, large acreage, any agricultural use, outbuildings, unique floor plans, etc.)

- Obtain a copy of your earnest money check if you are purchasing a home. We need a copy of front and back once it has cleared your account.
- Consult your mortgage loan officer before initiating disputes on your credit.
- Be prepared to provide additional documentation after the underwriter reviews the initially required document(s). Often a pay stub or account statement triggers additional questions and we may need further documentation based on something in the original document. Tax returns often prompt further document requests to substantiate financial items on the returns.

DON'T

- Apply for or accept any new credit cards or loans between the application and closing. If you are considering applying for any additional credit, please speak to your mortgage loan officer first.
- Begin any home improvement or work projects to the home/property being financed prior to closing and recording of the mortgage. This includes excavation projects and demolition of structures on site.
- List the property that is the subject of this loan for sale. This can affect the approval of your loan.
- Co-sign for anyone else on a loan prior to closing this loan.
- Close credit cards or switch to new ones prior to the closing on your loan since this can affect your credit score.
- Move money from account to account without consulting your mortgage loan officer first as this can create a paper trail of funds that is harder to verify. (e.g. don't transfer funds from one bank to another, or transfer savings money to checking.)

