

# 10 POINT CLIENT TRACKING FORM

## WELCOME DOCUMENTS NEEDED

Thank you for applying with The Mortgage Planner- here are some key steps to help stay on track with the mortgage process, timelines, document requirements and do's/don'ts.

### STAGE 1

## Welcome Documents

After your initial application please provide the following copies of documents:

- Most recent filed 2 years 1040 personal tax returns with all schedules
- Most recent 2 years W-2's
- Most recent company tax returns and/or K1 forms for any partnerships
- One month's most recent paystubs
- 2 months personal checking account statement (all pages, front and back)
- Copy of 2 months' bank statements (must include account number, name & all pages)
- Any IRA or 401K statements (all pages, front and back)
- Photo ID (Driver's License or Passport) please increase copy size if possible
- Proof of any property tax amounts that you currently own
- Proof of home owner's insurance yearly amount on any property you currently own
- Copy of a recent mortgage statement on any property you own with a lien(s)
- All about you form (link sent in approval email to complete)
- Possibilities: Bankruptcy discharge and petition, DD214 for Veterans, Divorce Decrees.



### STAGE 2

Be sure to schedule your planning call on our website using the schedule tool on the bottom right of the home page. This is a 15 minute call we discuss approval items, concerns, interest rates and best mortgage options to compare.

### STAGE 3

## The Scrub

This is a process (not official term) that we perform within approximately 48-72 hours from receiving your welcome documents listed above. We review all of your documents thoroughly to avoid any issues with underwriting. We will provide the review details that typically require a few additional pieces of documentation (credit inquiries, deposit explanations, missing pages, other). To maintain the timeline of our process we look to have these documents back within reason in about 48-72 hours.

### STAGE 4

## Set Up

Once we have a complete file we will submit the loan request to our set up team that will order tax return verification, social security verification, employment verification and other background check details to confirm the application details. They also order the appraisal inspection and title work for the property. They complete this process or at least the requests out to vendors and employers within 24-48 hours.



[www.TheMortgagePlanner.net](http://www.TheMortgagePlanner.net) | 855-4-THE PLAN OR 704-728-0191

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## STAGE 5

### Processing

The processor will then review the file in full (yes a second time) to make sure we have a complete file and then 9 out of 10 times is able to turn into underwriting.

## STAGE 6

### Underwriting

This is the big moment! Underwriting takes about 48-72 hours on average and will review the file in full and by now most of the pieces are in line for approval (subject to the appraisal and title in most cases). As good as we are at turning in the loan for underwriting, they sometimes request a couple documents to complete the file, we send the approval notice with these items to you right away. Again, look to have these final items into us in about 48-72 hours if available.

## STAGE 7

### Do's and Don'ts

A big part for all clients to review are some basic items during the process to do and not to do. Review the last page to be sure you are aware of some of these critical items.

## STAGE 8

### Final Submission

When all other items needed for underwriting from you as well as the appraiser, title company, realtors, law office, home insurance company and employers are in we send your file in for a clear to close. Don't worry, we keep track of all the moving parts and keep you updated each Tuesday through the process.

## STAGE 9

### Closing Disclosure

This is the final form with your monthly payment and funds to close that will need to be wired to the law office. Our team will give you all the instructions at that time or just prior to prepare you for closing. We also suggest scheduling a 'prior to close' call so we are well ahead of the closing to review any questions. You can schedule this call on our website using the schedule tool on the bottom right of the home page.

## STAGE 10

### Closing

We will meet you at the law office or place of closing to finalize all documents.

