



LOAN APPLICATION CHECKLIST

Thank you for applying for a mortgage loan. In order to provide you with the best service and best possible terms, we will require the following documentation to complete your request. Please complete and sign the loan application and initial disclosures included in this package. Include the below items as applicable in PDF format:

Identity:

- Copy of valid Driver's License or other Photo ID
- Copy of Social Security Card (if no Driver's License)
- If not U.S. Citizen, will need Permanent Resident Card

Income:

Salaried Applicants:

- Most recent 2 years W2's
- Pay Stubs to cover most recent full month's employment (with YTD earnings)
- Most recent 2 years complete Federal Tax Returns – 1040's with all schedules

Self-Employed Applicants:

- Signed Year-to-Date Profit & Loss Statement
- Copy of Business License
- Most recent 2 years complete Federal Tax Returns, 1040's with all schedules
- If Partnership or Corporation, also would need tax returns for business (1065's or 1120's with all schedules)

Miscellaneous Income (If Applicable):

- Rental Income: Copy of Leases
- Schedule of Real Estate
- Alimony / Child Support: Copy of Divorce Decree and Settlement Agreement
- Dividend & Interest Income: Previous 2 years Tax Returns
- Social Security / Disability / Pension: Copy of Award Letter and 2 months Bank Statements reflecting amounts deposited monthly

Assets:

- Most recent 2 months Bank Statements (checking/savings/money market, etc.) Need actual statements, ALL pages
- Most recent 2 months statements for any Retirement Accounts, 401K, Investments
- Gift Funds: Gift Letter from Donor (we will provide form) and verification of source of funds

If Purchasing:

- Complete copy of the Signed Purchase Agreement with all attachments and addendums
- Preliminary Title Report, full set of condo documents and condo questionnaire (if applicable)

If Refinancing a Home:

Please include the following items for any properties you own

- Most recent mortgage statement(s)
- Copy of the Property Tax Bill
- Homeowner's Insurance Statement (with Policy#, Agent name, Phone#)
- Note for the loan amount (aka Home Equity Line of Credit Agreement) for 2nd Mortgage

If Subject Property is a Condo:

- Name, Address, and Phone number for HOA or Management Company

Credit Authorization

1. To all consumer-reporting agencies and to all creditors and depositories of the undersigned:

Please be advised that the undersigned, and each of them, has made application to: Pacific Bay Financial Corp.

requesting an extension of credit to the undersigned. Therefore, the undersigned, and each of them, hereby authorizes you to provide credit report and/or a disclosure to Lender or any agent or assignee. The undersigned also authorizes you to disclose your deposit or credit experiences with the undersigned to Lender or to third parties.

2. In addition, the undersigned, and each of them, hereby authorizes Lender to disclose to any third party, or any agent or employee thereof, information regarding the deposit or credit experience with any of the undersigned.

3. A photographic or carbon copy of this authorization bearing a photographic or carbon copy of the signature(s) of the undersigned may be deemed to be equivalent to the original hereof and may be used as a duplicate original.

Borrower

Date

Co-Borrower

Date

Borrower's Certification & Authorization

Certification

The undersigned certify the following:

1. I / We have applied for a mortgage loan from **PACIFIC BAY FINANCIAL CORPORATION**.

In applying for the loan:

I / We completed a loan application containing various information on the purposes of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I / We certify that all of the information is true and complete. I / We made no misrepresentations in the loan application with the employer and/or other documents, nor did I / We omit any pertinent information.

2. I / We understand and agree that **PACIFIC BAY FINANCIAL CORPORATION** reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the financial institution.
3. I / We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

Authorization to Information

To Whom It May Concern:

1. I / We have applied for a mortgage loan from **PACIFIC BAY FINANCIAL CORPORATION**.

As part of the application process, **PACIFIC BAY FINANCIAL CORPORATION**, may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.

2. I / We understand and agree that **PACIFIC BAY FINANCIAL CORPORATION** reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the financial institution.
3. **PACIFIC BAY FINANCIAL CORPORATION** or any investor that purchases the mortgage may address this authorization to any party names in the loan application.
4. A copy of this authorization may be accepted as an original.
5. Your prompt reply to **PACIFIC BAY FINANCIAL CORPORATION** or the investor that purchased the mortgage is appreciated.

Signature: _____ Date: _____ SSN: _____

Signature: _____ Date: _____ SSN: _____

**PACIFIC BAY
FINANCIAL**

C O R P O R A T I O N

Credit Card Payment Authorization Form

Loan Number:

Loan Originator:

Borrowers Name:

Occupancy:

Loan Purpose:

Property Type:

of Units:

Please complete the information Below

Account Type: VISA MASTERCARD AMEX

Cardholder Name: _____

Credit Card Number: _____

Billing Address: _____

Expiration Date: _____ **Email Address:** _____

CVV2 (3 Digit number on back of VISA/MC, 4 Digits on front of AMEX): _____

Phone Number: (HOME) _____ **(CELL)** _____

I _____ authorize my credit card to be charged for ordering my appraisal and credit report. (The cost of the appraisal report may vary. The cost of the credit report is approximately \$90)

SIGNATURE: _____ **DATE:** _____

Additional Terms/Conditions & Information: The completed appraisal will be sent to the Lender. The Borrower is entitled to a copy of the appraisal. Please contact your lender about receiving a copy.

This form will not be used to charge your card. This is verification of the card you are using to order your appraisal. The amount you will be charged for your appraisal will be disclosed when your order is placed with an Appraisal Management Company (AMC).

Authorization to Charge My Credit Card for Third Party Services.