



## Your home financing process checklist

As you prepare to purchase a home or refinance your loan, it's important to know what to expect along the way. Here, we've outlined some of the general steps in the home financing process.

	Step	Description	Timing
Home Search	<input type="checkbox"/> Initial Consultation <i>(purchase or refinance)</i>	<ul style="list-style-type: none"> <li>Speak with your Mortgage Broker about your financial needs, goals, and current situation to determine your next steps, and for information, as needed, on what you may qualify to borrow.</li> <li>Inquiry stage: You provide information on your income, assets, liabilities, and real estate owned.</li> <li>Consultation stage: In addition to the information needed for the inquiry stage above, you also provide written consent(s) to pull your credit report(s).</li> <li>Your Mortgage Broker will work up your numbers to help you understand your financing options.</li> </ul>	1 day
	<input type="checkbox"/> <b>Apply for pre-approval</b> <i>(Purchase)</i>	<ul style="list-style-type: none"> <li>Real estate professionals and the home sellers they represent often require confirmation of your credit-worthiness and your ability to purchase for a given price (at contract).</li> <li>Pre-approval is critical and more important than prequalification because it utilizes credit and preliminary underwriting approval.</li> <li>When you are ready to apply for a pre-approval, you will need to provide requested documentation (see next step).</li> </ul>	2-3 business days
	<input type="checkbox"/> <b>Provide all requested documentation</b> <i>(Purchase or Refinance)</i>	<ul style="list-style-type: none"> <li>Refer to page four of this checklist for a list of documents that you may need to provide. Your Mortgage Broker will advise you of the specific documents required for us to underwrite and approve your mortgage.</li> <li>It's important to submit the required documentation as quickly as possible to ensure a smooth process and on-time closing. All information must be accurate and complete at least ten business days prior to closing.</li> </ul>	5-7 business days
	<input type="checkbox"/> <b>Find your home</b> <i>(purchase)</i>	<ul style="list-style-type: none"> <li>Work with a real estate agent for valuable direction and market expertise. If you don't yet have one, your mortgage consultant can give you several to contact.</li> </ul>	Unknown
	<input type="checkbox"/> <b>Make an Offer</b> <i>(purchase)</i>	<ul style="list-style-type: none"> <li>Your Lexicon Mortgage pre-approval letter helps your agent negotiate with the seller on your behalf; it shows everyone that this is a "real deal".</li> </ul>	Unknown
	<input type="checkbox"/> <b>Sign the Purchase Contract</b> <i>(purchase)</i>	<ul style="list-style-type: none"> <li>Regardless of who draws up your purchase contract (a real estate attorney, title company, etc.), they should be fully aware of important negotiating points or contingencies to include in the contract.</li> <li>Make sure you have a contingency in your purchase contract that lets you renegotiate the contract if a major defect is discovered at inspection.</li> <li>You may be required to advance a "good faith deposit" or "earnest money" when you sign the contract. This payment is considered part of your down payment if you are making one.</li> <li>When determining the closing date on your offer, please consult your home Mortgage Broker</li> </ul>	Unknown
	<input type="checkbox"/> <b>Get a home Inspection</b> <i>(purchase)</i>	<ul style="list-style-type: none"> <li>We strongly suggest you hire an engineer or home inspector to evaluate the condition of the property. Sales contracts are usually written "as is; so it's (Purchase) important to know what you are buying.</li> </ul>	Up to 5 business days

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<input type="checkbox"/> <b>Finalize the application</b> <i>(purchase or refinance)</i>	<ul style="list-style-type: none"> <li>When you finalize your application and mortgage choice, carefully review the terms and conditions, and be sure to ask your Mortgage Broker about anything you do not fully understand.</li> </ul>	After receiving purchase contract
<input type="checkbox"/> <b>Lock or Float the rate</b> <i>(Purchase or refinance)</i>	<ul style="list-style-type: none"> <li>You can elect to lock in your range of rates at application or allow it to "float" with the market. If you choose to float your range of rates, you may lock it in at current rates at any time up to 5 business days prior to. The interest rate must be locked 5 business days prior to closing.</li> <li>Locking in secures your mortgage choice and your price range; both are subject to change and may be necessary to maintain your mortgage approval.</li> </ul>	At least 5 days prior to closing
<input type="checkbox"/> <b>Receive and review the disclosure package</b> <i>(Purchase or refinance)</i>	<ul style="list-style-type: none"> <li>You will also work with Mortgage Broker to see you through to closing.</li> <li>You will be sent a package of disclosures including a Good Faith Estimate of Closing Costs, Truth-in-Lending Disclosure and other information about the financing you have chosen within 3 business days of your application. It's important for you to review these materials and confirm that the terms shown match your expectations. Contact your Mortgage Broker with any questions.</li> <li>After you have received initial disclosures, you will be expected to pay certain fees, which vary by area.</li> </ul>	Within 3 days of finalizing application
<input type="checkbox"/> <b>Appraisal and title search are ordered</b> <i>(Purchase or refinance)</i>	<ul style="list-style-type: none"> <li>We will order an appraisal from a local appraiser and follow up with your closing agent (usually your attorney or a title agency representative, depending on what's customary in your area) to ensure that a title commitment is ordered.</li> <li>If you are refinancing, you or someone else may have to be available to give the appraiser access to your home.</li> <li>You will receive a copy of your completed appraisal.</li> </ul>	After collecting required deposits
<input type="checkbox"/> <b>Receive a call</b>	<ul style="list-style-type: none"> <li>You can expect to receive a welcome call from your Mortgage Broker who will give you updates, he/she will be your primary contact</li> <li>He/she can help answer your questions and is responsible for:                         <ul style="list-style-type: none"> <li>- Providing you with the status of your mortgage application</li> <li>- Ensuring you have all necessary contact information</li> <li>- Requesting any outstanding documentation or other items to facilitate your approval</li> <li>- Confirming and managing your closing date</li> </ul> </li> </ul>	When file is submitted to Underwriting- 10-12 business days after finalized application
<input type="checkbox"/> <b>Receive a commitment letter</b>  <input type="checkbox"/> <b>Meet all contingencies</b> <i>(Purchase or refinance)</i>	<ul style="list-style-type: none"> <li>A commitment letter contains the terms and conditions under which we will close your loan.</li> <li>Receipt of a commitment letter means your mortgage is approved, subject to the conditions in the letter, and that you are almost ready to close.*</li> <li>Carefully review the commitment letter and act on outstanding items, <b>because we cannot close your mortgage until all approval conditions are satisfied.*</b>                      These items may include, but are not limited to:                         <ul style="list-style-type: none"> <li>- Any final mortgage conditions</li> <li>- Copy of a paid receipt for homeowners insurance (provided by a licensed insurance agent)</li> <li>- Copy of a paid receipt for flood insurance, if required</li> <li>- Evidence that required inspections have been conducted and passed</li> <li>- Certificate of Occupancy for a newly constructed home or one that has undergone certain types of renovations</li> </ul> </li> </ul> <p>*For new construction purchase loans, the initial loan commitment may expire prior to your actual settlement date depending on the length of time it takes the builder to complete the home. As the expiration date approaches, you will be asked to provide additional documentation to extend the date of the commitment as needed, this may occur multiple times throughout the building process. It is important to discuss any potential changes in employment, income, debts, credit profile, etc. with your home mortgage consultant prior to their occurrence during the building process, as the changes could affect the status of your approval/commitment</p>	2-5 business days after file is submitted to underwriting

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Closing

<input type="checkbox"/> <b>Receive a clear to close or final approval</b>	<ul style="list-style-type: none"> <li>• After receiving the commitment letter (aka conditional approval) you will work with your Mortgage Broker to satisfy all conditions.</li> <li>• Once all conditions are received, the file will be submitted for final approval</li> </ul>	<b>Within 24 hours if no additional conditions are required</b>
<input type="checkbox"/> <b>A closing date is set and</b> <input type="checkbox"/> <b>your HUD 1 and closing package are prepared</b> <i>(purchase or refinance)</i>	<ul style="list-style-type: none"> <li>• Closing can take place no sooner than 24 hours after receiving a final approval or clear to close.</li> <li>• All involved parties need to arrange a date, time and location for closing</li> </ul> <p>Your closing agent will be equipped with a copy of the HUD-1 Settlement statement, which shows all the closing-related costs.</p>	<b>A closing date is set immediately after the clear to close. Minimum of 24 hours after receiving clear to close</b>
<input type="checkbox"/> <b>Obtain your certified or cashiers check</b> <i>(purchase or refinance)</i>	<ul style="list-style-type: none"> <li>• You will be notified of the exact amount of money you will be required to bring certified or cashiers to closing (payable only by certified or cashier's check).</li> <li>• Funds may not be required if you are refinancing.</li> </ul>	<b>Prior to closing date and time</b>
<b>Attend your closing</b> <i>(purchase or refinance)</i>	<ul style="list-style-type: none"> <li>• At closing, your closing agent will review and explain all of your mortgage and closing documents.</li> <li>• Most customers establish an escrow account at closing with funds that will cover future real estate taxes, homeowners insurance, and if applicable, your private mortgage insurance. If applicable, these payments will be made for you from this account when they come due.</li> </ul>	