

BORROWER CHECKLIST

To expedite the processing of your mortgage loan, please return to Coastal Mortgage Financial Corporation all documents marked below. As you include the item, please check it so we know what is included in the return application package.

_____ Please enclose fees of \$_____ for the initial application fee.

_____ Uniform Residential Loan Application (Complete in full and sign)

_____ The last three (3) most recent months of statements (ALL pages) for all depository accounts, including checking, savings, money market, IRA's mutual funds, stocks, etc., for Borrower and Co-Borrower(s).

_____ **Salaried Borrowers:**

-ORIGINAL pay stub(s) covering the last four (4) weeks and W-2 forms for the past two years.

_____ **Retired Borrowers:**

- Copy of award letter stating amount and duration of retirement income and proof of receipt. If annuity has increased since the date of the letter, provide documentation of current income being received.

_____ **Self-Employed/Commissioned Borrowers/Rental Property Owners:**

If you have rental properties, a 25% or greater interest in a corporation or partnership or if 25% or more of your income is commission or bonus earnings, please provide the following:

- Copy of 1040's for the past two(2) years with all supporting schedules (please RE-SIGN and date the signature page).

- Copy of 1120 and/or 1120S for the past two(2) years with all supporting schedules (please RE-SIGN the signature page).

- Copy of 1065's for the past two(2) years with all supporting schedules (please RE-SIGN and date the signature page).

- Current Profit and Loss Statement/Balance Sheet (Signed by an accountant or borrowers).

_____ Copy of Divorce Decree/Separation Agreement (if applicable).

_____ Copy of current leases on any rental property.

_____ Copy of year-end mortgage statement(s) for all real estate owned showing breakdown of payment and escrows. If escrows are not included, provide copies to tax and insurance bills along with year-end statement.

_____ Copy of Plans, Survey and Specifications

_____ Copy of signed Offer to Purchase and Contract (itemized Form 500, if manufactured)

_____ Copy of Warranty Deed, Survey and existing Title Policy.

_____ Signed Fair Credit Reporting/Right to Financial Privacy/Equal Credit Opportunity Notice.

_____ Signed Mortgage Servicing Transfer Disclosure Statement.

_____ Signed Information Disclosure Authorization (attached - must hard copy before borrowers sign).

_____ Signed Borrower Checklist (this sheet).

_____ Signed Mortgage Broker/Banker Agreement.

_____ Please copy at least 2 of the following: DRIVER'S LICENSE, GOVERNMENT ID, SOCIAL SECURITY CARD, W2, and/ or PASSPORT

INSURANCE INFORMATION

_____ -Hazard Insurance

Company Name: _____

Policy #: _____ Exp. Date: _____

_____ -Flood Insurance (if applicable)

Company Name: _____

Policy #: _____ Exp. Date: _____

INTEREST RATE

Please indicate your choice of either "Locking" or "Floating" your rate

_____ Lock-In: If you choose to "Lock" your interest rate and points, we will lock your loan upon receipt of your completed application package. Your rate will be locked based on that day's rate and lowest points.

Please designate the term desired: _____30 Year _____15 Year _____Other

_____ "Float": If you choose to "Float" your interest rate, Coastal Mortgage Financial Corporation will lock your interest rate and points at the rate of (5) days prior to your closing date. You also have the option to lock your rate any time between our receipt of the package and prior to the closing package being released to the attorney.

Please designate the term desired: _____30 Year _____15 Year _____Other

CLOSING ATTORNEY

Would you like to include your closing costs in your loan? (If refinancing) _____Yes _____No

_____ I would like Coastal Mortgage Financial Corporation to arrange for the services of an attorney

_____ I wish to retain my own attorney. The information is as follows:

Attorney Name: _____

Contact Person: _____

Overnight Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

PROPERTY INFORMATION

_____ Please provide the information needed to gain access to the property for an appraisal.

Name: _____

Telephone Number(s): _____

CONDOMINIUMS

_____ Please provide the following information if purchasing/refinancing a condominium:

Condominium Association: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Borrower's Signature

Date

Co-Borrower's Signature

Date