

CHECKLIST OF MATERIALS TO SUBMIT

DON'T DELAY. FOR QUICKEST PROCESSING, SEND YOUR COMPLETED APPLICATION AND ANY OF THE ITEMS LISTED BELOW THAT YOU CURRENTLY HAVE ON HAND. FORWARD ADDITIONAL ITEMS WHEN YOU HAVE THEM AVAILABLE. RECEIPT OF YOUR SIGNED APPLICATION ENABLES AMERICAN FEDERAL TO ORDER YOUR CREDIT REPORT AND APPRAISAL IMMEDIATELY.

1. **RESIDENTIAL LOAN APPLICATION.** Complete only the highlighted sections. (Original)
2. **APPLICATION, APPRAISAL AND CREDIT REPORT FEES.** These fees are on your Description of Charges. Please refer to that form and send a check for the correct amount payable to: AMERICAN FEDERAL MORTGAGE CORP.
3. **PAYSTUBS.** Please submit most recent paystubs from your present employer. (One Month, copies)
4. **TAX RETURNS.** Copies of your 1999 Federal Tax Return, sign and date the copies, along with all schedules and **W-2 FORMS.** If you are self-employed; Corporate/Partnership Tax returns and a year-to-date profit and loss statement signed by you should be submitted. (copies)
5. **ASSET ACCOUNTS.** Please submit the last three months or quarterly statement from each asset account: checking, saving, money markets, CD's, brokerage accounts, IRA's, pensions, etc. (copies)
6. **COPY OF THE FULLY EXECUTED CONTRACT OF SALE.** For both the homes you are purchasing and selling (if applicable). Include your realtor's name and phone number.
FOR REFINANCES: please provide a copy of the deed. (copies)
7. **IF A GIFT IS BEING USED, PLEASE CALL FOR PROPER DOCUMENTATION.**
8. **THE FOLLOWING FORMS ARE ENCLOSED, PLEASE SIGN:**
BORROWER'S CERTIFICATION AND AUTHORIZATION FORM
DESCRIPTION OF CHARGES
OCCUPANCY CERTIFICATION
EQUAL CREDIT OPPORTUNITY ACT DISCLOSURE

AMERICAN FEDERAL MORTGAGE CORP.

One Laurel Drive
Flanders, NJ 07836
(888) 321-4687

Licensed Mortgage Bankers-Equal Housing Lender

EXPLANATIONS FOR REQUEST LIST

This form is to give further explanation of the documentation requested to process your loan. If you need further explanation, please do not hesitate to contact our office.

INCOME MATERIALS

Pay Stubs. One complete month. Commissions, bonuses and overtime needed to qualify will be verified through your employer using a 24 month average.

W-2's. Include all W-2 forms for the last year for all jobs. Self-employed borrowers include all 1099 forms for the last two years.

Federal Tax Returns. One year, (two years if self-employed.) Include all pages of the return. Re-sign the second page with blue ink. Self-employed borrowers must include all corporate returns, 1120's and K-1's. Also prepare a year-to-date profit and loss statement.

ASSET MATERIALS

Bank Statements. Please submit your latest statements for all accounts, include all pages of statement. For accounts which you receive either quarterly or yearly statements please provide the latest statement and address verification. For passbook accounts please photocopy the entire book including the outside and inside.

Escrow Letter. Once all escrow money has been given to either your Realtor or attorney, have them draft a letter stating the amount held in escrow. Once you receive the canceled checks make a copy of the front and back and fax it to your processor.

MISCELLANEOUS ITEMS

Lease agreements. Current lease agreements for any properties owned and rented.

Regulatory Documents. The package includes necessary documents to complete the application.

Contract of Sale. Fully executed. Including all addendum's and riders. Please submit a contract of sale for any properties being sold prior to or soon after the purchase of the subject property. **Please include the name and phone number of your realtor.**

Deed. Photocopy all pages of your deed.

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Occupancy Certification

Borrower _____

Premises _____

Gentlemen:

The undersigned, having applied for a loan to be secured by a first mortgage or deed of trust on the referenced property, certifies as follows (check one):

- _____ A. **PRINCIPAL RESIDENCE:** The property will be occupied by me/us as our primary residence.
- _____ B. **SECOND HOME:** The property will be a second home used in addition to my/our primary residence. Any rental income from the property may not be used to qualify for the mortgage application.
- _____ C. **INVESTMENT PROPERTY:** This property will not be occupied by me/us and will be considered strictly an investor unit.

I/We fully understand that this certification is made for the purpose of determining eligibility, the applicable interest rate and fees associated with this loan. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning the above representative as it applies to Federally insured or guaranteed loans under the provisions of Title 18, United States Code Section 1014.

Date: _____ Borrower Signature: _____

Date: _____ Borrower Signature: _____

Attorney / Realtor Information

Borrowers Name: _____

Borrower's Attorney /
Closing Agent:

Firms Name

Address

City

State

Zip Code

Agents Name

Phone No.

Fax No.

Realtor / Sales

Agent/ (Appraiser Contact)

Company Name

Address

City

State

Zip Code

Agents Name

Phone No.

Fax No.

Email address:

"Making the American Dream Come True"

