

GUIDEBOOK



AMANDA TUTTLE
SR. LOAN OFFICER
NMLS 425139
814-566-2452

AMANDA@LANDMARKMORTGAGEGROUP.NET

LOAN APPLICATION

Checklist

IDENTIFICATION

Provide one of the following:

- ☐ Driver`s License
- ☐ Passport
- ☐ Government Issued ID

ASSETS

**Provide the last 2 months,
all pages:**

- ☐ Bank Statements
- ☐ 401K/Retirement Statement
Investment/ Stocks

W₂ EMPLOYEE

- ☐ Paystubs
- ☐ Most recent 30 days-worth
- ☐ W2
Last 2 years
- ☐ Tax Returns
Last 2 years

SELF EMPLOYED

- ☐ 1099`s
Last 2 years
- ☐ Personal & Buisness
Tax Returns
All schedules
- ☐ K1`s
Partnerships/ S Corps
- ☐ YTD Profit & Loss

FIXED INCOME

- ☐ Current Awards
Letter
- ☐ Last 2 years
1099`s
- ☐ Pension
Statement

VETERAN

- ☐ DD-214 OR
Statement of Service





DO

- DO keep all credit cards & loans on time
- DO maintain your current job/employment & pay structure
- DO provide requested documents in a timely manner
- DO inform me of any changes

DON'T

- DON'T max out your credit cards
- DON'T miss a payment on any accounts DON'T apply for any new credit, including appliances & furniture
- DON'T deposit ANY cash into your bank accounts

ANY CHANGE IN YOUR FINANCIAL/EMPLOYMENT SITUATION CAN IMPACT YOUR QUALIFICATION FOR THE MORTGAGE. BEFORE MAKING ANY CHANGES, PLEASE CONTACT ME. I AM ALWAYS AVAILABLE TO GUIDE YOU AND HELP YOU AVOID ANY POTENTIAL ISSUES.

GET PRE-APPROVED

When it comes to securing a mortgage, understanding the details is crucial.

I can assist you with this process either over the phone or in person.

Together we will discuss:

Affordability: How much home you can afford.

Down Payment: Plan for the type of down payment you'll need and where this is coming from.

Monthly Payments: Understand your monthly mortgage payment. Know what YOU are comfortable paying.

Loan Programs: Choose the right loan program to finance your new property.



FIND A REALTOR

Finding the right home starts with finding the right Realtor.

Here's why it's essential:

Expert Guidance: A Realtor will help you find the perfect home that meets your needs and budget.

Comprehensive Access: They can show you all the houses on the market, ensuring you don't miss any opportunities. **Personalized Service:** Benefit from their expertise and personalized service throughout your home- buying journey.

HOUSE HUNTING

House hunting is the fun part of the home- buying journey. Here's what to expect:

Exciting Tours: Time to tour houses and explore potential new homes.

Discover Options: See a variety of properties to find the one that fits your needs and lifestyle.

Visualize Your Future: Imagine yourself living in each space and find the perfect match.



MAKE AN OFFER

Writing an offer is a crucial step once you find your dream home. Here's how your Realtor can help:

Strategic Preparation: Once you say yes to the address, it's time to write an offer.

Expert Assistance: Your Realtor will guide you through the process, ensuring your offer is competitive and well-structured.

Negotiation Skills: They will use their negotiation skills to get you the best deal possible

OFFER ACCEPTED

Now it's time to start the mortgage process! Don't worry, I will walk you through every step:

Step-by-Step Guidance: I will provide clear instructions and support throughout the process. **Tailored Solutions:** We'll find the best mortgage options that fit your unique needs.

Smooth Experience: From application to closing, I'll ensure a smooth and stress-free journey.

OFFER *next steps* ACCEPTED

1. Application

Loan officer prepares application, and disclosures for you to sign. Any remaining documentation will be requested now.

2. Submission

Underwriter reviews all documents supporting borrower's assets, debts, income and credit history.

The underwriter makes a judgement on credit worthiness and ability to repay the loan.

3. Behind the Scenes

We're getting things rolling!

Here's what's happening behind the curtain:

Appraisal and Title Search will be ordered to ensure everything is in line.

Employment will be verified

4. Mortgage Approval

Once the underwriter gives the green light, a mortgage approval/commitment will be issued! This document may include a few additional conditions that need to be met before we can finalize everything.

5. Cleared for Closing

Everything has officially been cleared by the underwriter , we are ready to close!

The lender will send the closing documents to the title co/attorney.

6. Closing Day

Closing will take about an hour!

Bring your ID and
CASHIERS CHECK

Leave with the Keys to your
NEW HOME!

SHOW ME THE MONEY TRAIL

When it comes to your mortgage application, it's extremely important to talk through where your money is coming from.



Acceptable Sources:

- Bank accounts
- Retirement accounts
- CDs, stocks, or investment accounts
- A gift from a family member

****Not****

Acceptable Sources:

- Cash
- Personal loans
- Credit card cash advances

Having a solid understanding of where your funds are coming from allows me to guide you on the proper documentation needed. This ensures a smoother process and keeps everything right on track.

A few costs that you will pay upfront.

- **Earnest money deposit.**

(this varies depending on what the seller is requesting)

- **Appraisal fee** for the lender. \$500 to \$725

(Depends on type of property)

Don't worry—these amounts will be deducted from the total funds needed at closing!

Remember to stick to acceptable sources of funds, as they apply here too.

The costs below are not included, if any are elected you will pay these out of pocket.

- Home Inspection
- Well & Septic
- Water Testing
- Radon Testing



MEET

A M A N D A



Senior Mortgage Loan Officer

NMLS# 425139

814-566-2452

amanda@landmarkmortgagegroup.net

4021 W 12th St Suite 1

Erie PA 16505

With over 20 years of experience in the mortgage industry, my dedication is to provide clients with a customized mortgage experience. Integrity is the cornerstone of my business. I believe a mortgage should be about building relationships and helping my clients achieve their home financing goals. I'll use my knowledge and expertise to help you get the home loan you need. Every client and every situation are unique.

That's why I offer a mix of traditional and innovative financing products to tailor a solution for you. Whether you're purchasing a new home or refinancing your existing home, I'm dedicated to getting it done. From pre-approval to closing and beyond, I'll work with you to close your loan quickly while providing a personal and professional mortgage experience.

I look forward to making your dream of owning a home a reality!

Making Home Buyers Dreams come

True Since 2002

www.mortgagenestinerie.com

5 Reasons Why You Should Use ME As Your Local Lender

- In-person appointments and personal touch
- Reachable and available after hours
- Preferred preapprovals by realtors
- Transparent and straightforward cost estimates
- No hidden fees

WHAT I DO

- **Rate and Program Shopping:**
I shop rates and programs so you don't have to, ensuring you get the best deal.
- **Versatile Expertise:**
With extensive knowledge of all mortgage loans, I help you obtain the one that best fits your needs.
- **Personalized Solutions:**
I provide tailored solutions to meet your unique financial situation and goals.
- **Streamlined Process:**
From application to closing, I manage the entire process, saving you time and effort.
- **Dedicated Support:**
Receive expert guidance and dedicated support throughout your home financing journey.





Amanda Tuttle

814-566-2452

Making homebuyers dreams come true since 2002!