

Mortgage Process Roadmap

STEP 1

CONTACT US FOR PRE-QUALIFICATION!

- Provide pre-qualification information.
- We'll give you a list of financial documents needed.
- We'll determine what you may qualify for and go over your options with you!

STEP 2

WRITE A CONTRACT & MAKE OFFICIAL LOAN APPLICATION!

- Sign official loan application with us and provide any outstanding financial documents requested.
- This is typically when you lock in an interest rate.
- We'll order your appraisal¹ and title work. Please note that an appraisal fee is collected when appraisal is ordered.
- Schedule your home inspection as quickly as possible.
- Obtain quotes for homeowner's insurance and decide which agent you would like to work with.
- **The loan process STARTS here.**

STEP 3

BEHIND THE SCENES LOAN UNDERWRITING & PROCESSING

- A Loan Underwriter reviews your loan file and issues a commitment to lend, provided required conditions are met.
- A Loan Processor obtains required conditions — including but not limited to employment verifications, IRS transcripts, updated bank statements and documentation required for gifts or liquidation of assets.
- Credit is monitored for new debt.
- Waiting on title work, appraisal, and insurance.
- We may need additional information or documentation during this stage.

STEP 4

FINAL LOAN APPROVAL

- The Loan Underwriter has received & reviewed all items required for approval, including appraisal and final inspection (if applicable), title, and insurance.
- Note that changes (credit changes, employment changes, etc.) can still affect closing negatively at this stage!

STEP 5

CLOSING DISCLOSURE

- Lists actual settlement costs.
- A preliminary copy is issued a minimum of 3 days prior to closing.
- You receive one figure for closing, which includes your down payment and settlement costs. This is payable to the settlement office by wire or cashier's check, due at closing.

STEP 6

CLOSING — CONGRATULATIONS!

- Sign final closing disclosure and final loan paperwork.

STEP 7

LOAN SERVICING TRANSFERRED

- 1-2 months after closing.
- "Goodbye letter" from us and introduction to new servicer.
- Welcome letter from new servicer with detailed contact information.

This guide is not all-inclusive. Information is accurate as of date of printing and is subject to change without notice.



Contact us with questions about the home buying process.



John Gamlin
Mortgage Consultant
NMLS# 137143
Office: 484-540-0709
Cell: 610-764-4222
John.Gamlin@phmlloans.com
johngamlin.phmlloans.com



600 Evergreen Drive Suite 100
Glen Mills, PA 19342



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