

Thank you for choosing Haverhill Bank! Whether this is your first mortgage, refinance or an equity loan, we know the process can seem overwhelming. We've put together this informational sheet to help guide you through the process. Have additional questions? Call (978)374-0161 to speak with a member of our Mortgage Department!

## WHAT TO EXPECT DURING YOUR APPLICATION PROCESS

➤ The Loan Officer will review your application with you to make sure it is complete.

➤ A credit report will be ordered.

➤ A Loan Processor will be assigned to your loan and will be your main point of contact through closing. They will contact you for any additional documents or information needed to process your application.

➤ Initial loan disclosures are sent within 3 business days of receipt of your application, including a Loan Estimate (LE) detailing loan terms and costs.

➤ An appraisal and title report will be ordered.

➤ Once we receive all requested items, your loan file will be reviewed by an Underwriter. Upon approval, a commitment letter will be issued which may include conditions that must be satisfied prior to loan closing.

➤ Your application will be cleared to close when all conditions are fulfilled. Our Escrow Agent/Closing Attorney will contact you to schedule a date for closing!

➤ A Closing Disclosure (CD) reflecting final details of the transaction will be sent to you for review and signatures at least three days before closing.

## WHAT WE'LL NEED FROM YOU

- Completed application and disclosures
- Most recent pay stub
- W2 forms (past 2 years)
- SSI or Pension Award Letter
- Bank statements (most recent 2 months – all pages)
- Purchase & Sales Agreement, Trust documents, divorce decree, etc.

### If you are self employed:

- Most recent 2 years personal and business federal tax returns



E-consent enables you to receive, sign & return loan documents online and streamlines the process. Your Loan Officer will provide directions on how to enroll.

You may elect to have your documents mailed to you. Please be aware that delays to closing may occur due to mandatory waiting periods/timing requirements if documents are mailed.

*If possible, please enroll in E-consent to help expedite the process.*

## HOW TO SUBMIT DOCUMENTS



Email your documents to us at [mortgageprocessing@haverhillbank.com](mailto:mortgageprocessing@haverhillbank.com)

OR



Fax your documents using the bar-coded cover sheet, which you will receive in an email from your Loan Officer. This barcode allows you to submit your document directly to your loan file.

OR



Mail your documents to: Haverhill Bank, ATTN: Mortgage Processing, 180 Merrimack Street, P.O. Box 1656, Haverhill, MA 01831.