

Thank you for choosing Haverhill Bank!

We know that the loan process can seem overwhelming, whether this is your first mortgage, a refinance or an equity loan. We've put together this informational sheet to help guide you through the process. Have additional questions? Call us at (978)374-0161 to speak with a member of our Mortgage Lending Team!

### WHAT TO EXPECT NEXT:

- A Mortgage Originator 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. This will be your main point of contact through closing. They will contact you to request 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.
- The loan 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 paystub and most recent W2
- If self-employed, most recent years personal and business tax returns as applicable
- Retirement, SSI or Pension Award Letter
- Bank statements (most recent month, all pages)
- Purchase & Sales Agreement, Trust documents, divorce decree, etc.
- Please see Intro Letter from Loan Processor for specific documentation for your loan.



**E-consent enables you to receive, sign & return loan documents online. This helps to make the loan process quick and easy.**

You may elect to have your documents mailed to you. Please be aware that delays to closing may occur due to regulatory timing requirements and waiting periods if the documents are sent by mail.

*If possible, please accept 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



Your documents using the bar-coded document 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

NMLS #407690

