



## **MORTGAGE GUIDE**

The mortgage loan application process is one of the bigger financial decisions you will make in your life. So you will need to do some preparatory work before you apply for a mortgage.

### **Make a full mortgage application**

When you have decided to buy or build a property, you make a full mortgage application by completing the bank's form with the assistance of a Loans Officer. Be sure to complete the application honestly and completely. If you inadvertently (or intentionally) put false information on your mortgage application, it could seriously hurt your chances of getting approved. So take your time when filling out the paperwork, and be sure to get all your questions answered by the Loans Officer.

We will also want to see evidence of your income, your identity, your current address and (where relevant) a previous or existing bank's reference. If you can not prove you have a regular income (maybe because you are self-employed and do not have enough proof) you may be asked to provide additional documents to assist with determining your ability to repay the loan.

### **Property valuation**

We will usually request that you have the property valued to make sure it is worth the price you have agreed to pay. If it is not, it could affect how much we will lend you. You will be required to cover the costs for the valuation.

### **Providing Mortgage Documents**

During the mortgage loan application process, you will be asked to provide a variety of documents. Always provide the original document when requested. Be sure to copy each document for your own records when you apply for a mortgage.

### **Reference checks**

We may request written references from your employer and bank (or accountant if you are self-employed) and your current lender/bank. They will also run credit checks to make sure you have paid off your debts in the past.

### **The mortgage offer**

If we are happy with the application, valuation and references, you will be made a formal offer - usually sent to you and the bank's solicitor. Once you have signed and returned the offer documents, we are committed to providing the money. The mortgage offer usually requires you to take out insurance, in case something happens to the property before you have paid off the mortgage.

In most cases, mortgage approval comes with certain conditions. These conditions may include a satisfactory appraisal, termite inspection, etc. Ask the bank what conditions and requirements you need to meet, and be aggressive about completing them on time. If anything significant changes during your mortgage application process (changing jobs, marital status, etc.), tell us as soon as possible. On closing day, you will be certifying that no significant changes have occurred, so it is important to address changes as they arise.

### **Conclusion**

Keep in mind that everyone wants you to be approved for the mortgage loan as much as you do. It is in everyone's interest to see the process through to successful completion. Be honest and helpful, and things will work out in the end. If you understand the application process you can be ready with everything we need. This guide along with our list of requirements can help speed up your mortgage application.