



# Your Home Loan Checklist

Record your progress, from application to closing.

We're here to help every step of the way, so if you have any questions about your application, contact your Mortgage Loan Officer.

Your tasks
   Bank of America tasks
   Return documents

## Your home loan team

### Mortgage Loan Officer

Name: \_\_\_\_\_

NMLS ID: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Home Services Specialist

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Real Estate Professional (for purchase transactions only)

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_


## Step 1: Submitting your application and documents

Submitting a complete application with all the required documents helps reduce the chance of surprises or delays later in the process.

**Application submitted on:** \_\_\_ / \_\_\_ / \_\_\_\_\_

**Gather your documentation.**  
 After taking your application, your Mortgage Loan Officer will review your next steps and send you an application follow-up letter that contains a list of the documentation needed to support your application.

**Application follow-up ("needs") letter received:** \_\_\_ / \_\_\_ / \_\_\_\_\_

 **Provide copies of your documents.**  
 When you've gathered your documents, upload copies online, fax them or mail them within seven calendar days of submitting your application (or by the date indicated in your "needs" letter, whichever is sooner) to avoid delays. You'll want to keep the originals in case you need them in the future.

**Upload:**  
 Ask us how you can easily and securely upload your documents online.

**Fax to:**  
**1.866.409.1050**

**Mail to:**  
 Bank of America, N.A.  
 TX2-979-01-02  
 4500 Amon Carter Blvd  
 Fort Worth, TX 76155

Documents requested in application follow-up letter:

_____	Submitted <input type="checkbox"/>	___ / ___ / _____
_____	Submitted <input type="checkbox"/>	___ / ___ / _____
_____	Submitted <input type="checkbox"/>	___ / ___ / _____
_____	Submitted <input type="checkbox"/>	___ / ___ / _____

## Step 2: Processing your application

You'll receive your Home Loan Welcome Package, which contains important documents to read, sign and return, so we can process your application.



### Review your Home Loan Welcome Package.

We will follow up to ensure you have received your Welcome Package and can address any questions you may have.

Welcome Package received: \_\_\_ / \_\_\_ / \_\_\_\_\_



### Sign and return Welcome Package documents.

Your Welcome Package contains documents that must be signed and uploaded online or returned to us via fax or mail. Follow the instructions on the previous page or use the business reply envelope included in your Home Loan Welcome Package.

Welcome Package documents signed and returned: \_\_\_ / \_\_\_ / \_\_\_\_\_



### Order a home inspection (for purchase transactions only).

If a home inspection is specified as a requirement in the purchase agreement, ensure the home inspection is completed as soon as possible and before the expiration of any stated contingency date in order to protect your purchase rights. If an inspector finds something wrong, and your sales contract allows, you can negotiate repairs with the seller.

Date of home inspection: \_\_\_ / \_\_\_ / \_\_\_\_\_ Cost: \$ \_\_\_\_\_



### Conditional Approval

If you qualify, we will call and send a letter to confirm you have received Conditional Approval based on a review of the information and documents you provided.

Call received: \_\_\_ / \_\_\_ / \_\_\_\_\_  Letter received: \_\_\_ / \_\_\_ / \_\_\_\_\_

## Step 3: Finalizing your application

After Conditional Approval, any remaining documentation must be collected and requirements related to the property must be met so we can finalize your home loan.



### Collect and return any outstanding documentation.

We will alert you of any outstanding documentation needed. It's critical that you return outstanding documents as soon as possible in order to avoid delays in your loan process.

Additional documents requested:

_____	Submitted <input type="checkbox"/>
_____	Submitted <input type="checkbox"/>
_____	Submitted <input type="checkbox"/>
_____	Submitted <input type="checkbox"/>

**Provide proof of homeowners insurance.**

Insurance company: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Policy number: \_\_\_\_\_ Date submitted: \_\_\_ / \_\_\_ / \_\_\_\_\_

 **Completed home appraisal and title search**

We will let you know when the appraisal and title search are complete. The fees associated with both of these services will be included in the closing costs reflected in the Loan Estimate for new applications starting October 3, 2015.

**Appraisal complete:** \_\_\_ / \_\_\_ / \_\_\_\_\_  **Clear title received:** \_\_\_ / \_\_\_ / \_\_\_\_\_

**Lock in your interest rate.**

If you haven't already, you'll need to lock in your interest rate anytime up to 10 days before your loan is closed.

Interest rate locked: \_\_\_ / \_\_\_ / \_\_\_\_\_ Interest rate \_\_\_\_\_ %

 **Final Loan Approval**

The Loan Underwriter will review your information and documents to ensure the approval criteria have been met before providing Final Loan Approval.

**Date approved:** \_\_\_ / \_\_\_ / \_\_\_\_\_  **Final loan amount:** \$ \_\_\_\_\_

## Step 4: Closing and managing your home loan

After final loan approval, the last step is to close on your new home loan.

 **Scheduling your closing**

Closing date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Closing time: \_\_\_\_\_ : \_\_\_\_\_  a.m.  p.m.  
Closing location: \_\_\_\_\_

**Review your final loan information.**

Prior to closing, we will review the final details of your loan with you. We will outline the amount you'll need to bring to closing for any down payment and closing costs.

**Securing your funds for closing.**

Get a cashier's check from your bank for your down payment and closing costs.

**Closing costs:** \$ \_\_\_\_\_ **Down payment (if a purchase):** \$ \_\_\_\_\_  
 **Total funds for closing:** \$ \_\_\_\_\_

**Review and sign your documents at closing.**

At your closing, take time to review and read all your documents. If you have any questions, be sure to ask.

Congratulations on closing your loan, and thank you for choosing Bank of America.

Visit [bankofamerica.com/mortgage](http://bankofamerica.com/mortgage) for more information and available online tools.

Credit and collateral are subject to approval. Terms and conditions apply. This is not a commitment to lend. Programs, rates, terms and conditions are subject to change without notice.

## Notes

Use this space to document important information and to-do items.  
Write down any questions you want to ask us.