

### 1. Origination of Loan

#### Your Tasks:

- Submit your application
- Provide Intent to Proceed
- Provide income and asset documentation
- Request to lock in interest rate
- Establish Membership (if applicable)
- Provide copy of executed Purchase Contract (if applicable)

#### Our Tasks:

- Provide loan programs, products, and interest rate options
- Issue Loan Estimate to include all regulatory loan disclosures applicable
- Complete initial review of application and documentation provided
- Submit loan to underwriting for conditional loan approval
- Lock in Interest Rate

\*\*\*Once the loan origination tasks are completed, you will move on to work with with our Processing Department.\*\*\*

### 2. Processing

#### Your Tasks:

- Sign and return loan disclosures
- Submit additional documentation (if applicable)
- Provide proof of homeowners insurance documentation and/or flood insurance (if applicable)

#### Our Tasks:

- Follow up on fully executed Purchase Contract (if applicable)
- Order all third party documentation: appraisal, title work, and Flood Determination Certificate
- Complete all applicable verifications: employment, assets, liabilities, and Effective Insurance documentation

\*\*\*After completing the processing tasks you will move to Underwriting.\*\*\*

### 3. Underwriting

#### Your Tasks:

- Submit any additional/updated documentation, as requested

#### Our Tasks:

- Review of all supporting documents provided
- Check file for all requested information and sufficient data
- Issue a "Clear to Close" upon completion of all conditions

\*\*\*Once all Underwriting Conditions have been satisfied your loan will move on to our Closing Department.\*\*\*

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#### 4. Prior to Close

**Your Tasks:**

- Provide proof of active homeowners insurance and flood insurance (if applicable) a week before your scheduled closing date
- Review and sign the Closing Disclosure
- Secure funds for closing

**Our Tasks:**

- Verify closing date and time with the title company
- Issue Closing Disclosure
- Provide the amount of funds needed at closing
- Send closing documents to the title company and/or branch
- Send closing documents to member for review

#### 5. Closing:

**Your Tasks:**

- Sign the Closing Documents
- Pay funds due at closing

**Our Tasks:**

- Review signed loan documents to issue Funding Approval
- Fund the loan