

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING
YOUR LOAN APPLICATION:**

Congratulations on your new home purchase! Enclosed you will find your application package. It is imperative that all information be filled out completely and accurately in order for us to process your request for loan approval in a timely matter.

LOAN APPLICATION:

Please begin at Section III.

- **Section III - Borrowers information.** Please complete this section in detail. Provide your name as you wish it to be shown on all of your paperwork.
- **Section IV - Employment.** Please provide two years employment information (three years if you are applying for a RD loan). Please give complete addresses, and phone numbers. Be aware that if you have had any gap in your employment, we will need a written explanation as to the circumstances.
- **Section VI- Assets and Liabilities.** Please list any deposits made with escrow, all banking information, stocks, bonds, 401K's and list current balances along with account numbers. List all automobiles and approximate market values and lastly an approximate value of all your personal property.

Liabilities: Please list any credit cards, car payments, student loans, mortgages etc. Include account numbers; full balance and minimum monthly payments. If any accounts will be paid off prior to the close of escrow, please indicate with an "***".

Page 3 continues with a schedule of real estate, please list any current properties you own, advise if they are a current residence, rental property or 2nd home. If rental property we will need a copy of your current rental agreement.

- **Section VII - Please complete all questions.**
- **Section IX - Read, date and sign.**

*** If there are two borrowers not married, please complete separate loan packages.

Please remember to include all account numbers, full addresses, zip codes and full explanations where necessary. If any accounts are not held jointly, please indicate which accounts are in what names.

Please review checklist (next page) and supply all items requested before sending your loan package to our office. If you have any questions as to which information is required for your circumstance or loan type, please contact us.

The prompt and accurate completion of this loan package will greatly expedite your loan process. If you have any questions or need assistance in completing your loan application please do not hesitate to contact us at 1-800-859-0414 (Pacific Standard Time).

Thank you very much and we look forward to working with you.
Pacific Sun Mortgage Company