



# Amazon Employees' Homebuyers' Guide



# THANK YOU

Whether it's your first time or your fifth time, the home buying process is a daunting task and you can rest assured that we'll be here with you the entire way. With over 120 years of history and industry-best pricing, our expert team is here to guide you along every step, and we'll ensuring your closing process is seamless and expedient.

We know you may have some questions about the process and we have the experience and knowledge to answer them all. We created this guide to help you navigate your way through the mortgage lending process, gather your required documents and ensure your loan closes as swiftly as possible. If, at any time, you have additional questions, please do not hesitate to reach out to your loan officer or any member of their team.

Our goal is to deliver unparalleled value, match you with the best loan product to suit your needs, close your loan on time, and stay in constant communication with you throughout the entire process.

Congratulations on this momentous occasion and thank you for allowing the Bank of England Mortgage to be your mortgage partner.

## panicked?

Don't be. Starting with **Pre-Qualification** and continuing all the way through to **Closing**, you'll have a team of mortgage experts tracking your loan's progress. And because we're the preferred lending partner of Amazon, we're able to offer a discount on closing costs for all Amazon employees.



Sincerely,

*Wint McGee*

**WINT MCGEE**

**BRANCH SALES MANAGER**  
NMLS# 184597



# OUR ADVANTAGE

## SPEED

We close faster than the national average

## LOCAL

From application to closing, every step and decision is made within our local branch

## INTEGRITY

Our partners and clients become family. We pride ourselves on providing quick solutions every time.

## LOAN PRODUCTS



### CONVENTIONAL

3% down  
All property types  
All-purpose loan



### FHA

3.5% down  
Primary residence  
Credit flexible



### VA

0% down  
Primary residence  
WDO required



### JUMBO

10% down  
All property types  
\$647,200+ loans



### BOND

Up to \$25k  
Primary residence  
First time buyer



### RENOVATION

3.5% down  
All property types  
Finance rehab



### USDA

0% down  
Primary residence  
Rural area



### REVERSE

Age 62+  
All property types  
Creates cashflow

# APPLICATION CHECKLIST

Having a pre-qualification in hand gives you an advantage in your home search. It lets the seller know you have the ability to follow through on your offer. It is also the first step in starting the full application process once you do find the perfect home for your family. Use the checklist below to ensure you have collected all the necessary documents.

## 1 NEEDED FROM EACH PERSON ON APPLICATION

- All pages of filed tax returns (past 2 years)
- W2s and 1099s (past 2 years)
- Most recent consecutive paystubs (past 30 days)
- All pages of all asset statements (past 2 months)

Example: Checking/savings accounts, stocks, 401k

- Current mortgage and homeowner's insurance statements, if you currently own a property(s)
- Copy of driver's license (emailed photo of license is acceptable)

## 2 IF YOU ARE SELF-EMPLOYED

- All pages of business tax returns (past 2 years)

## 3 IF YOU HAVE RETIREMENT INCOME

- Copy of this year's Social Security Award Letter
- 1099s for Social Security (past 2 years)

For pension income:

- Award letter showing monthly amount
- 1099s (past 2 years)

## 4 IF YOU HAVE CHILD SUPPORT/ALIMONY INCOME

- Full divorce decree/child support order (must continue for at least 3 years)
- Proof of support being deposited into bank accounts (past 12 months)

# YOUR PATH TO CLOSING

Each mortgage is separate and unique. Some steps might differ based on your loan product and scenario.

## **PURCHASE CONTRACT**

- You've found your home and agreed on purchase price and terms
- Loan Estimate (LE) issued
- Signature required on initial

## **UNDERWRITING / CONDITIONAL APPROVAL**

- Any approval conditions are provided
- All final documentation collected for loan to be fully approved

## **CLOSING**

- Bring ID and required funds
- Sign all final documents



## **APPLICATION AND PRIORITY QUALIFICATION**

- All required documents submitted to your loan officer
- Loan application completed
- Priority Qualification letter issued

## **PROCESSING**

- Outstanding, updated or new documents are gathered
- Appraisal and title work ordered
- Employment verified

## **CLEAR TO CLOSE**

- Final approval issued
- Closing scheduled
- Closing Disclosure (CD) issued three (3) days before closing

# Financing Fails

## THESE DON'TS COULD COMPROMISE YOUR ELIGIBILITY

Clear to close! Everyone loves to hear those magic words, and our team is here to make sure you do. However, during this process, it is very important to be careful with your finances and ask before you act. Consult our team before making decisions that could potentially compromise your mortgage eligibility.

1

Borrow money for your earnest money/binder or money to close

2

Spend funds marked for closing or borrow money to do so

3

Change your employment/income situation/name

4

Deposit large amounts of cash into your bank account

5

Apply for a new credit card, auto loan or co-sign a loan

6

Max out, consolidate or miss payments on existing credit cards

7

Dispute accounts

8

Close any existing lines of credit

9

Make large purchases for your new home, including appliances and furnishings

10

Schedule any services for your new home before the closing date has been confirmed by both the title company and BOE.

# You have the best mortgage lending team at your fingertips.

Any one of us will be happy to answer questions or get you the information you need!

Our team helps you through each step of the loan process by:

Determining your best loan product option

Guiding you through your application process

Collecting documents for:

- » Priority Qualification
- » Processing
- » Underwriting
- » Final approval
- » Necessary 3rd party documents

Providing updates on conditional approvals and loan progress

Re-disclosing Loan Estimates if there are any changes to your loan

Coordinating the closing schedule


Ensuring you receive your initial Closing Disclosure three days prior to closing

Requesting the homeowner's insurance binder from your insurance agent

Reviewing your final Closing Disclosure with you for accuracy

Preparing you for closing



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