

Completing Loan Application Checklist

In order to expedite the process, please complete the application in full and provide all the required documentation.

I. Type of Mortgage

Loan officer will assist with completing this section.

II. Property Information

Loan officer will assist with complete this section, after a property is identified. Please include a copy of purchase agreement when available.

III. Borrower Information

Please complete all applicable information.

IV. Employment Information

Complete all information with addresses, phone numbers, dates, and previous employment. If self employed, check box.

V. Monthly Income and Housing Expense

Complete income based on a monthly figure; include over-time, and other income. Please provide signed tax returns and W-2's, for the last two years. Provide your most recent pay stubs (1 full month). If you or co-applicant wish to include other income, like child support, alimony, installment notes, etc., provide documentation to support such income. Other documentation may be requested upon review of your application.

VI. Assets and Liabilities

On the Assets side, provide addresses and account numbers for banks or credit unions where you or your co-applicant have an account. Provide the last three statements for checking and savings. On the Liability side, list your debts, balances, payments, and account numbers. If you or your co-applicant are required to pay alimony or child support list that as well.

VII. Details of the Transaction

Enter the purchase price only if available.

VIII. Declarations

Answer the all yes and no questions for both you and the co-applicant.

IX. Acknowledgment

Sign and date.

X. Information for government monitoring

If you or your co-applicant chooses not to provide the information requested by the government, please initial the space provided.

Application Submittal

You may submit the application and all required documentation to:

Affordable Housing Clearinghouse
23861 El Toro Road, Suite 401
Lake Forest, CA 92630
(949) 859-9255

You can send it or drop it off in person (keep your originals and submit copies). We suggest that you send the package using a method that allows for tracking of the delivery.

***Separate applications need to be completed if applicants are not married.**