



Instructions for Submitting Documentation

Attached is a checklist of documents needed for your loan application.

Below are instructions for how to send the documents.

Please contact us at (858) 636-3045 with any questions.

Submission Options:

- Bring documents to a Cal Coast branch near you
- Fax documents to (858) 636-3061
- Send documents by secure email

Secure email instructions:

Register at <https://securemail.calcoastcu.org>.

Once registered, log in, compose a message to loan@calcoastcu.org, attach your documents, and send.

File requirements:

PDF file format **required** per CCCU's IT Security protocol

NOT Accepted: Phone screenshots, photos of docs, zip files, or cloud storage links (Google Drive, Dropbox, iCloud)

PDFs must be **unlocked** or you must provide the **password**

Attachments must total **less than 10 Megabytes** per email



Required Documents – Real Estate Purchase Loan

Please submit as soon as possible and complete/return the attached forms.

REQUIRED FOR ALL APPLICANTS:

1. Federal Tax Returns with all Schedules for 2020 & 2019, or 2020 extension and 2019 & 2018
2. Most recent Bank Statements
3. Most recent Asset/Investment Statements (401k, IRA, any others)

Employed Applicants (Company Employee, Wage Earner):

1. Paystubs for the most recent, consecutive 30 days (Biweekly: 3 stubs; Weekly: 5 stubs)
2. W-2s for 2020 & 2019

Employed Applicants – Second Job: (Company Employee, Wage Earner)

Must have a minimum of 2 years history at the second job

1. 2nd job paystubs for the most recent, consecutive 30 days (Biweekly: 3 stubs; Weekly: 5 stubs)
2. 2nd job W-2s for 2020 & 2019

Self Employed Applicants (Schedule C):

1. Copy of current business license (if applicable)

Self Employed Applicants (S-Corp, LLC, Partnership, Corporation):

1. Partnership/Corporate Tax Returns for 2020 & 2019 (provide only if your business ownership is greater than 25%)
2. K-1 Statements (Partnerships, LLCs, or Corporations) for 2020 & 2019 (provide regardless of % of ownership)

Fixed Income (SSI, Pension):

1. Pension / Social Security / IRA Distribution 1099s for 2020 **or** 2021 Award letter(s)
2. Current bank statement evidencing deposit (only for non-CCCU accounts)

Other Income:

1. Child Support / Spousal Support - Court document(s) and 6 months proof of receipt
2. Alimony - Copy of recorded Divorce Decree showing awarded amount

Property Documentation:

Submit for all properties owned EXCEPT those listed on business or trust tax returns:

1. Copy of current Mortgage statement
2. Copy of current Property Insurance Declarations Page showing premium and coverage amounts
3. Copy of current HO6/Walls-in Insurance Declarations Page if HOA Master Policy covers dwelling
4. Copy of current Property Tax bill
5. Copy of current HOA Monthly Statement (PUDs and Condos only)
6. Copy of current Rental Lease Agreement (for all rental properties owned)

P.O. Box 502080 San Diego, CA 92150 | Direct Line (858) 636-3045 | Fax (858) 636-3061

Real Estate Email Loan@calcoastcu.org

Rev 6/8/2021



____ **PURCHASE AGREEMENT** - Submit within 24 hours of entering into agreement with a seller

Attached forms to be completed and returned:

____ Authorization to Release Information

____ Realtor Information

____ Closing Cost Deposit Acknowledgement

____ Rate Lock Disclosure

____ Employment Status and Income Level Attestation

____ Statement of Information



CALIFORNIA COAST CREDIT UNION AUTHORIZATION TO RELEASE INFORMATION

This information is for use in compiling a mortgage loan file for a conventional home loan. The lender may verify/re-verify information contained in my/our loan application and other documents required in connection with the loan, either before the loan is closed or as part of its quality control program. Under all loan programs the lender reserves the right to require full documentation on any loan prior to closing.

I/We hereby authorize you to release to CALIFORNIA COAST CREDIT UNION, its successors and/or assigns, for verification purposes, information and documentation concerning:

- Employment history, dates, title, income, hours worked, etc.
- Banking and savings accounts or record
- Any other information and documentation deemed necessary in connection with my real estate loan on the property located at:

Address: _____

City/State/Zip: _____

A photographic copy of this authorization (being a photographic copy of the signature/s) of the undersigned may be deemed to be the equivalent of the original and may be used as a duplicate original.

Borrower's Name (Print)

Co-Borrower's Name (Print)

Borrower's Signature **Date**

Co-Borrower's Signature **Date**

WARNING: It is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United State Code Section 1014.

AU/10-05



REALTOR INFORMATION

Please provide contact information for the Realtor representing you.

Agent Name

Company

Email

Office Phone

Cell Phone

California Coast Credit Union is hereby *(select one)*:

NOT Authorized

Authorized to share/discuss the following loan information with my Realtor *(select all that apply)*:

ALL pertinent loan status, assets, credit, and income information.

Loan Status ONLY

Credit Report details ONLY

Income details ONLY

Assets details ONLY

Borrower Name (Print) **Date**

Co-Borrower Name (Print) **Date**

Borrower Signature (Required)

Co-Borrower Signature (Required)



CLOSING COST DEPOSIT ACKNOWLEDGEMENT

A Closing Cost Deposit of \$575.00 is required to proceed with this loan application. At the time of the loan closing, it will be applied towards the Lender Fee. If the loan is canceled or declined, it will be refunded, but any 3rd party fees accrued prior to cancellation or decline, such as for HOA Certifications or Appraisals, will be deducted from the deposit.

Please check one of the following:

_____ I/We authorize California Coast Credit Union to withdraw the Closing Cost Deposit from California Coast Credit Union Account No.: _____
Select Account Type: Checking ___ Savings ___

_____ Attached is an ORIGINAL check for the Closing Cost Deposit payable to California Coast Credit Union (No photocopies).

Borrower Name (Print) Date

Co-Borrower Name (Print) Date

Borrower Signature (Required)

Co-Borrower Signature (Required)

(Attach ORIGINAL check, if applicable, here)



RATE LOCK DISCLOSURE

Interest rates offered on 1st mortgages may change daily and are not guaranteed by California Coast Credit Union until locked. Initially, your interest rate will float (will not be guaranteed) until receipt of income documentation and the Closing Cost deposit. Once the loan is approved, your rate will be automatically locked.

Buying Down Locked Rates

A maximum of 1.5% Points may be paid by the applicant to buy down the interest rate.

Lock Expiration

If the interest rate should expire prior to the closing of your loan, it may result in a rate increase or lock extension fee. Loans may not be "re-locked" at new market rates. Instead, an option to extend your rate may be available. Requests for extensions will be reviewed on a case by case basis and price will be determined based on market conditions.

Price Adjustments

Initial Rates and Prices quoted are based on the information you provided. If the verified information changes from initially indicated, Rates and Prices are subject to change. Examples include, but are not limited to, FICO score below 740, Loan-To-Value increasing after verifying value with an appraisal, verified property type as Condominium instead of Single Family Residence, and concurrent subordinate financing.

Purchase Pre-Approval

Rates will not be locked at Pre-Approval. A fully executed purchase agreement must be obtained and income documents supplied prior to rate lock. Until documents have been confirmed, all rates are considered floating.

Transfer of Servicing

At our discretion, a certain percentage of funded loans will be sold to other financial institutions.

Borrower's Name (Print)

Co-Borrower's Name (Print)

Borrower's Signature Date

Co-Borrower's Signature Date



Employment Status and Income Level Attestation

Federal agencies, along with Fannie Mae and Freddie Mac have issued temporary guidance requiring lenders to perform additional due diligence in verifying income and employment information. The guidance includes verifying that your ability to repay a loan has not been negatively impacted by the COVID-19 pandemic.

By signing below, you affirm that:

- (1) The frequency and amount of income listed on the paystubs, W2s, 1099s, award letters, and/or tax returns you provided for qualifying purposes, remain constant and unaffected by the COVID-19 economic impact.
- (2) You are not aware of any future changes in your employment status, income levels, and/or other related employer changes that will affect your ability to repay the loan.

Borrower Name (Print) Date

Co-Borrower Name (Print) Date

Borrower Signature (Required)

Co-Borrower Signature (Required)

Statement of Information

CONFIDENTIAL - TO BE USED ONLY IN CONNECTION WITH ESCROW NO: _____

NOTE: This form is very important. It is needed to verify your identity and to eliminate judgments and liens against people with similar names.

THE STREET ADDRESS of the property in this transaction is: (If none, please leave blank)

ADDRESS _____ CITY and STATE _____

1. Improvements: [] Single Residence [] Multiple Residence [] Commercial [] Vacant Land

2. Occupied by: [] Owner [] Tenants 3. ANY CONSTRUCTION WITHIN THE LAST 6 MONTHS? [] YES [] NO

4. IF YES to No. 3, STATE NATURE WORK DONE: _____

PARTY 1

First Middle Last

Former Last Name(s), if any

Birthplace Birth Date

Social Security Number Driver's License No.

I [] am single [] am married [] have a registered domestic partner

Current spouse or Registered Domestic Partner (Other Than Party 2):

Name: _____

Former spouse/domestic partner (if none - check this box []):

[] Deceased Date: _____ Where: _____

[] Divorce/Dissolution Date: _____ Where: _____

Children from current and/or former marriages and/or domestic partnerships

Child Name: _____ DOB: _____

Child Name: _____ DOB: _____

PARTY 2

First Middle Last

Former Last Name(s), if any

Birthplace Birth Date

Social Security Number Driver's License No.

I [] am single [] am married [] have a registered domestic partner

Current Spouse or Registered Domestic Partner (Other Than Party 1):

Name: _____

Former spouse/domestic partner (if none - check this box []):

[] Deceased Date: _____ Where: _____

[] Divorce/Dissolution Date: _____ Where: _____

Children from current and/or former marriages and/or domestic partnerships

Child Name: _____ DOB: _____

Child Name: _____ DOB: _____

Marriage or Domestic Partnership Between Parties 1 and 2

Are Parties 1 and 2: [] Married? Date _____ [] Registered Domestic Partners? Date: _____

Party 1 - Occupations for the Last 10 Years (attach an additional page, if necessary)

Present Occupation Firm Name Address From To

Present Occupation Firm Name Address From To

Party 1 - Residences for the Last 10 Years (attach additional page, if necessary)

Number and Street City, State, Zip Code From To

Number and Street City, State, Zip Code From To

Party 2 - Occupations for the Last 10 Years (attach an additional page, if necessary)

Present Occupation Firm Name Address From To

Present Occupation Firm Name Address From To

Party 2 - Residences for the Last 10 Years (attach additional page, if necessary) (if same as Party 1, write "same")

Number and Street City, State, Zip Code From To

Number and Street City, State, Zip Code From To

Have any of the above parties owned or operated a business? [] No [] Yes If yes, please list name(s): _____

I have never been adjudged, bankrupt nor are there any unsatisfied judgments or other matters pending against me which might affect my title to this property except as follows: _____

The undersigned declare under penalty of perjury that the above information is true and correct (all parties must sign)

Home # _____ Business # _____ Home # _____ Business # _____

Cell # _____ E-Mail: _____ Cell # _____ E-Mail: _____

Party 1 Signature _____ Date _____

Party 2 Signature _____ Date _____