



# 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](mailto: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

NOTE: Requirements may vary. Additional documentation may be required

### \_\_\_\_\_ Down payment, Closing Costs:

1. Current statement(s) for all accounts to be used for closing
2. If using Gift funds, a Gift letter and statement documenting source of gift funds

### \_\_\_\_\_ Employed Applicants (Salaried, hourly employee):

1. Paystubs for most recent, consecutive 30 day period
2. W-2s for most recent two (2) calendar years
3. If compensation includes significant bonus or commission income, tax returns for the most recent two (2) calendar years

*Note: A minimum of 2 years on the job is required to include 2<sup>nd</sup> job income*

### \_\_\_\_\_ Self Employed Applicants - (Schedule C):

1. Federal Tax returns for the most recent two (2) calendar years
2. Evidence of current business license (if applicable)

### \_\_\_\_\_ Self Employed Applicants - S-Corp, LLC, Partnership, Corporation:

1. Business tax returns for the most recent two (2) calendar years if more than 25% owner
2. K-1's for the most recent two (2) calendar years regardless of % of ownership

### \_\_\_\_\_ Fixed Income (SSI, Pension):

1. Pension / Social Security / IRA Distribution 1099s for the most recent calendar year or an Award letter for the current year
2. Current bank statement evidencing deposit (only if deposited to a non-CCCU account)

### \_\_\_\_\_ Other Income:

1. Rental Income
  - Federal Tax returns for the most recent two (2) calendar years
  - Lease agreements for any property not shown on tax returns
2. Child Support / Spousal Support
  - Court documentation and proof of receipt for the past 6 months
3. Alimony - Recorded Divorce Decree verifying the awarded amount

### \_\_\_\_\_ All Properties Owned (Excluding those listed on business or trust tax returns):

1. Mortgage statement
2. Property Insurance
  - Homeowners Policy Declarations Page (not billing statement)If PUD or Condo:
  - HOA Master Policy
  - Walls-in/Interior Coverage Policy Declarations Page
3. HOA dues statement (PUD or Condo only)
4. Property Tax bill



**PURCHASE AGREEMENT**

1. Must be signed by all parties
2. Include all counter offers and addendums

**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).

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**Borrower Name (Print)**                      **Date**

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

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**Borrower Signature (Required)**

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**Co-Borrower Signature (Required)**

(Attach ORIGINAL check, if applicable, here)



# RATE LOCK DISCLOSURE

Interest rates offered on 1<sup>st</sup> 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 Name (Print)                          Date**

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

\_\_\_\_\_  
**Borrower Signature (Required)**

\_\_\_\_\_  
**Co-Borrower Signature (Required)**



## 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 \_\_\_\_\_