

Welcome to the Home-Buying Experience

Buying a home is one of the most important financial decisions you'll ever make. The following are the basic steps you will take on the road to purchasing real estate.

1. **Get prequalified** – We can use financial information you provide to estimate the maximum mortgage you should be able to obtain. The process doesn't guarantee that your mortgage application will be approved, but it does help you narrow your search to homes you can afford.
2. Search for and **decide on the real estate** that is right for you.
3. Once the offer is accepted then the **loan process begins**. It is time to call for an **appraisal** – an evaluation of the property's value.
4. You may also want to ask for an **inspection of the property** in order for you to be clear about the condition of the property.
5. The buyer will then call for a **termite inspection**.
6. Once the loan package is decided upon you will receive a **truth in lending disclosure** and a **good faith estimate** of closing costs.
7. When the loan package is approved, you will **proceed to closing**.

A mortgage loan checklist is provided on the inside to help you assemble all of the needed information to complete your loan package.



Your Hometown Bank

Community Bank of Pickens County is your Hometown Bank. Started in the year 2000, we are a locally owned and operated community bank with over \$220 million in assets. We are proud to serve the needs of a growing and diversified community. We want your business and will work very hard to earn it! We truly can make a difference.

Our experienced mortgage consultants are committed to ensuring that your mortgage needs are met. Our team will simplify the process of acquiring a mortgage loan and provide you with a positive financial experience.

Community Bank of Pickens County has many mortgage programs available to serve most types of financial situations. With our exceptional resources and team of specialists, we will identify the appropriate product to best serve your needs. Whether it is a home purchase, investment property purchase, refinance or lot purchase, we can assist you.

Please call us today at (706) 253-9600, to get started on the path to reaching your goal!



Home Mortgage Checklist

15 Sammy McGhee Blvd. • Jasper, Georgia 30143
(706) 253-9600 • www.cbopc.com



Loan Application Checklist

The following documents and/or information are required for **both** applicants. Your cooperation in providing these items will help expedite your loan process.

Needed for All Loan Applications

- **Residence for Past Two Years**
 - Include dates, landlord's name, addresses, phone number or mortgage holder and account number
- **Employment History for Past Two Years**
 - Include W2s for previous two years, name and address of employers, and one month current pay stubs
 - If self-employed or on commission, provide two years personal/business tax returns, a year-to-date Profit and Loss Statement and a current Balance Sheet
- **Outstanding Loans/Liabilities**
 - Creditors' names, account numbers, monthly payments and balance.
- **Verification of Assets**
 - 2 months bank statements (checking & savings)
 - 2 months mutual funds statements
 - 2 months stocks and bonds statements
 - 1 month 401k statements
 - 1 month IRA statements
- **Legal Documentation**
 - Copy of divorce decree (To show alimony or child support payments)
 - Bankruptcy papers (Including petition or discharge papers and list of creditors)
- **Verification of Any Additional Income**
 - List institution's name and include statement or rental leases. To use alimony or child support as income, provide six months cancelled checks or bank statements showing deposits.



Also Required

Application Fee of \$14.00 (for a credit report) and Appraisal Fee of \$300.00 check or cashiers check made payable to Community Bank of Pickens County.

Needed for Refinance Only

- **Copy of Warranty Deed**
- **Current Loan Information**
 - Last monthly mortgage statement or
 - Call mortgage holder and obtain the payoff and breakdown of monthly escrow payments
- **Copy of hazard insurance policy**
- **Copy of survey, if possible**
- **Copy of settlement statement from purchase or latest refinance**

Needed for Purchase Only

- **Original sales contract signed by Buyers and Sellers**

Needed for Construction Only

- **Plans and Specs**
- **Cost Estimate**

Other Required Information

- **Copy of picture identification**
- **Sign attached documents**
- **Gift Letter**
- **List of other real estate owned**

Meet Our Residential Mortgage Specialist

Ronda Mosley



Ronda Mosley was born and raised in Pickens County. She has been in banking since 1981 and has been a mortgage specialist since 1995. Ronda focuses on customizing a plan of financing that specifically meets your needs and assists you in reaching your goals.

