

# What to Expect During the Home Improvement Loan Process

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## LOAN ORIGATION

### Your Tasks:

- Submit your application
- Provide intent to proceed
- Provide income and asset documentation
- Request to lock in interest rate
- Establish membership, if not already a member
- Provide builder contact information
- Provide finalized construction contract, plans and specifications

### Our Tasks:

- Advise on most appropriate loan program and interest rates
- Issue loan estimate and other regulatory loan disclosures
- Complete initial review of loan application and documents
- Complete builder approval process
- Submit loan to Underwriting for conditional approval
- Lock in interest rate

*After these tasks are completed, you will work with one of our Processors in Section 2.*

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## PROCESSING

### Your Tasks:

- Sign and return loan disclosures
- Submit additional documents, if requested
- Provide proof of homeowner's insurance and/or flood insurance, if required
- Provide title company preference, if applicable

### Our Tasks:

- If applicable, follow up on any changes made to construction contract, plans and specifications
- Order necessary documents from third parties: appraisal, title work and flood certificate
- Note: Appraisal is ordered based on land value with finalized construction contract, plans and specifications costs per market conditions
- Complete verifications: employment, assets and liabilities

*After these tasks are completed, you will work with one of our Closers in section 4.*

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## UNDERWRITING

### Your Tasks:

- Submit additional/updated documents, as requested

### Our Tasks:

- Evaluate supporting documents
- Check file for completeness and data consistency
- Issue a "clear to close" upon satisfaction of all conditions

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## PRIOR TO CLOSING

### Your Tasks:

- If not completed, finalize builder's risk insurance with builder and if required, homeowner's insurance and flood insurance, at least 7 days prior to closing
- Review closing disclosure
- Secure funds for closing

### Our Tasks:

- Verify closing date and time
- Issue closing disclosure
- Provide the amount of funds needed at closing
- Send closing documents to title company or branch
- Coordinate closing with the builder

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## CLOSING

### Your Tasks:

- Sign the loan closing documents (builder will also sign the closing documents)
- Pay funds needed for closing

### Our Tasks:

- Review signed loan document for funding approval
- Fund the loan
- Send documents for recording
- Begin draw process (See Construction Loan Information document that is included in your initial disclosure package for further details.)