What to Expect During the Mortgage Loan Process

1. **LOAN ORIGINATION**
   - **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 copy of purchase contract, if applicable
   - **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
     - 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.

2. **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
   - **Our Tasks:**
     - If applicable, follow up on executed purchase contract
     - Order necessary documents from third parties: appraisal, title work and flood certificate
     - Complete verifications: employment, assets and liabilities

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

3. **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

4. **PRIOR TO CLOSING**
   - **Your Tasks:**
     - If not completed, finalize homeowner’s insurance and flood insurance, if required 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
     - Send closing documents to member for review

5. **CLOSING**
   - **Your Tasks:**
     - Sign the loan closing documents
     - Pay funds needed for closing
   - **Our Tasks:**
     - Review signed loan document for funding approval
     - Fund the loan

Membership eligibility required. Certain restrictions may apply. Loans subject to credit approval. Rates and terms subject to change without notice. RBFCU mortgage loans are available only on property in Texas. RBFCU NMLS# 583215.