

Homebuyer Guide



We help make your dream of homeownership a reality.



It's your home. **We just help.**

cibmmortgage.com

Thank you.

Thank you for placing your trust in CIBM Mortgage for your home purchase or refinance. CIBM Mortgage is a division of CIBM Bank, a full-service financial institution offering a full array of Personal and Business banking services and products. CIBM Mortgage offers a full suite of financing choices to help make your dreams a reality for residential 1-4 family homes, for purchase, refinance, primary homes, second homes and investment properties.

As a Mortgage Loan Officer with CIBM Mortgage, I can offer you a broad menu of loan products while creating a meaningful consumer lending experience. With my many years working in the mortgage industry, you can count on me to be experienced, knowledgeable and professional. My team and I are dedicated to customer service and will work with you closely throughout the loan process.

Getting a home loan doesn't have to be intimidating – especially when you understand the basics like options, features and costs of a home loan. Our Home Buyers Guide helps explain the process of obtaining a mortgage and will help you navigate your way. Of course, I am available anytime to answer your questions and make the process easier every step of the way.

Congratulations! Thank you for choosing CIBM Mortgage.

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 EQUAL HOUSING LENDER. MEMBER FDIC.

Every customer is unique, and we have programs designed to help you attain your goal of homeownership!

Homebuyer programs available:

Mortgage Program	VA	USDA	Fannie Mae HomeReady	Freddie Mac Home Possible	FHA	Conventional
Down Payment	0.00%	0.00%	3.00%	3.00%	3.50%	5.00%
Financing Available	100.00%	100.00%	97.00%	97.00%	96.50%	95.00%

Homebuyer program features:

- **Veterans Affairs (VA)** - This program takes into consideration the unique circumstances of veterans and military families. VA loans require zero or low down payment and offer up to 100% financing on the value of the home.
- **USDA Rural Housing** - This is a zero down payment program for homebuyers in rural areas with low to moderate income.
- **Fannie Mae HomeReady** - This low down payment mortgage with affordable and cancellable mortgage insurance is a great option for credit worthy first-time homebuyers, and purchase or refinance customers with low to moderate income.
- **Freddie Mac Home Possible** - This low down payment program allows for flexible sources of funds and helps very low to low income borrowers including first-time homebuyers, move-up borrowers and retirees.
- **Federal Housing Administration (FHA)** - With a minimum down payment of 3.50% for borrowers, this government insured loan program is popular among first-time homebuyers who have little savings or credit challenges.
- **Conventional** - This mortgage is any type of homebuyers loan that is not offered or secured by a government entity.



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Loan programs available:

- **Bridge Loans** - short-term financing used to bridge the gap between buying a home and selling your previous one.
- **Construction Loans** - Construction loans are short term financing used to cover the costs of building or rehabbing a residential property. We offer a single close construction mortgage loan with 12 months of interest only payments, followed by 360 regular principal and interest payments.
- **Portfolio Mortgage**
 - Lock in a rate for 3, 5, 7 or 10 years with an Adjustable Rate Mortgage (ARM)
 - 10 and 15 Year Fixed Rate Mortgages
 - Up to 80% loan-to-value (LTV varies by loan amount)
 - Competitive closing costs
- **Specialty Loan Programs**
 - Asset Depletion: This mortgage loan allows borrowers to use their assets as a source of income to qualify for a loan, even if they don't have a typical income stream.
 - Life Happens: When life hits with unexpected circumstances like illness, injury or job loss, we are here to help.
 - Zero to 800: This loan is available to those without credit scores.
- **Debt Service Coverage Ratio (DSCR)** - A specific type of loan used to purchase multi-family properties.
- **Bank Statement Loan** - As a solution for self-employed borrowers, we offer bank statement loans with alternative application requirements.
- **Reverse Mortgage** - Safely tap into your home's equity for a wide variety of personal uses. Use your funds to supplement your income, consolidate debt, pay for healthcare, cover in-home care costs, or pay for home improvements.
- **Lot Loans** - Lot loans, also known as land loans, are used to purchase a plot of land on which to build a residential or business property.

Application Checklist

Getting pre-qualified for your mortgage is the first step to starting the application process for your loan. It gives you an advantage in your home search, and gives the seller reassurance that you have the ability to follow through on your offer. This is the first step in the application process and is good to have prior to finding your perfect home.



EACH PERSON ON APPLICATION WILL NEED

- All pages of filed tax returns (past 2 years)
- W2s and 1099s (past 2 years)
- Most recent consecutive paystubs (past 30 days)
- All pages of all asset statements (past 2 months)
Example: Checking/savings accounts, stocks, 401k
- Current mortgage and homeowner's insurance statements, if you currently own a property(s)
- Copy of driver's license (emailed photo of license is acceptable)



IF YOU ARE SELF-EMPLOYED

- All pages of business tax returns (past 2 years)



IF YOU HAVE RETIREMENT INCOME

- Copy of this year's Social Security Award Letter
- 1099s for Social Security (past 2 years)
For pension income:
 - Award letter showing monthly amount
 - 1099s (past 2 years)



IF YOU HAVE CHILD SUPPORT/ ALIMONY INCOME

- Full divorce decree/child support order (must continue for at least 3 years)
- Proof of support being deposited into bank accounts (past 12 months)

Steps to Closing

Below are the steps involved in the process of obtaining a mortgage loan. Because each mortgage is separate and unique, your steps may differ based on your loan product and scenario.

1

APPLICATION AND PRE-QUALIFICATION

- All required documents are submitted to your loan officer
- Completed loan application
- Pre-qualification letter issued

2

PURCHASE CONTRACT

- You've found a home and agreed on the purchase price and terms
- Loan Estimate (LE) issued
- Signature required on initial loan documents

3

PROCESSING

- Outstanding, updated or new documents are gathered
- Appraisal and title work are ordered
- Employment verified

4

UNDERWRITING/ CONDITIONAL APPROVAL

- Approval conditions are provided, if any
- All final documents are collected for loan to be fully approved

5

CLEAR TO CLOSE

- Final approval issued
- Closing scheduled
- Closing Disclosure (CD) issued three (3) days before closing

6

CLOSING

- Bring ID and required funds
- Sign all final Documents

Financing Dont's

These financing dont's could compromise your eligibility.

Everyone loves to hear that their loan is clear to close, and our team is here to make sure that it does. However, during this process, it is very important to be careful with your finances and ask before you act. Please consult our team before making decisions that could potentially compromise your mortgage eligibility.

10 financing dont's when applying for a mortgage:

DON'T

- 1 Borrow money for your earnest money/binder or money to close
- 2 Spend funds marked for closing or borrow money to do so
- 3 Change your employment/income situation/name
- 4 Deposit large amounts of cash into your bank account
- 5 Apply for a new credit card, auto loan or co-sign a loan
- 6 Max out, consolidate or miss payments on existing credit cards
- 7 Dispute accounts
- 8 Close any existing lines of credit
- 9 Make large purchases for your new home, including appliances and furnishings
- 10 Schedule any services for your new home (floor installation, painters, movers, repairs, internet services, etc.) before the closing date has been confirmed by both CIBM Bank and the title company.

We just help.

The dedicated mortgage experts at CIBM Mortgage are here to help you every step of the way and we're happy to answer your questions or find information you're looking for.

Our team helps you through each step of the loan process by:

- Determining your best loan product option
- Guiding you through your application process
- Collects documents for:
 - Priority Qualification
 - Processing
 - Underwriting
 - Final approval
 - Necessary third party documents
- Provides updates on conditional approvals and loan progress
- Re-disclose Loan Estimates if there are any changes to your loan
- Coordinate closing schedule
- Ensures you receive your initial Closing Disclosure three days prior to closing
- Requests homeowner's insurance binder from your insurance agent
- Reviews your final Closing Disclosure with you for accuracy
- Preparing you for closing

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