

# HOME BUYER STARTER KIT

**10**  
SIMPLE  
STEPS  
TO  
SUCCESS



**CHURCHILL**  
MORTGAGE®

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If you're not working with a Churchill Home Loan Specialist yet, we're happy to connect you with an expert in your area who can help.  
[churchillmortgage.com/get-started](http://churchillmortgage.com/get-started) or call 888.562.6200





# Home Buyer Starter Kit

## 10 Simple Steps to Success

When it comes to the home buying process, it can often be hard to figure out the best place to start. We've put together a toolkit with 10 easy steps to get you started and to help you know what to expect along the way.

Whether you're looking to buy a home right now or home buying is part of your future, use this kit to make the process as simple as possible.



# Your Home Buyer's Roadmap



**1**  
HOMEOWNER  
STRATEGY  
MEETING

**2**  
DOCUMENT  
CHECKLIST

**3**  
GET  
CHURCHILL  
CERTIFIED

**4**  
FIND YOUR  
DREAM  
HOME

**5**  
GET YOUR  
OFFER  
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**6**  
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**8**  
PREPARING  
YOUR HOME

**9**  
CLOSING  
DAY

**10**  
MOVING  
DAY





# STEP 1

## Homeowner's Strategy Meeting

The first step of your home loan process is to discuss your homeownership goals with a Home Loan Specialist. It's important to get a loan comparison so you can get a detailed and **easy-to-understand cost breakdown built with your budget in mind.**

With this personalized analysis, your Home Loan Specialist can directly compare different loan programs and work with you to help you to select the right loan option for your situation. **Best of all, it is completely free** through Churchill Mortgage!

### With our plan, you'll get:

- Easy-to-understand loan comparisons and options
- A clear illustration of how to become mortgage-free over time
- A cost breakdown, so you know exactly what is expected at the closing table
- At-a-glance APR, interest rates, and monthly payments



# STEP 2

## Document Checklist

As you begin, you'll need to gather important documents that are commonly requested throughout the home loan process. A document checklist is an easy way to keep track of these important items while you begin assembling information for your Home Loan Specialist, processor, and underwriter.

### Important things to consider:

- ✓ Use our Document Checklist as a guide to gather important documents
- ✓ Ask your Home Loan Specialist for specific documents you may need based on your unique situation
- ✓ Store all documents in one folder or location
- ✓ Ask where and how you will submit your documents for review
- ✓ Send copies if physical documents are requested; keep all the originals
- ✓ Confirm that documents have been received – you don't want to delay your closing because an email was missed
- ✓ Be sure to use secure methods (like the Churchill Mortgage app) when transmitting any files with private information



# DOCUMENT CHECKLIST

You will be asked to provide personal and financial documents for your loan approval. The following documents will be needed, so we recommend you begin assembling this information as soon as possible. You are not required to provide any documentation prior to receiving a Loan Estimate.



## ***Documents required for your home loan:***

- ☐ Driver's license(s)
- ☐ Your paystub(s) covering the last 30 consecutive days
- ☐ W-2 forms for the last 2 years
- ☐ Last 2 months of bank statements

## ***Additional information that may be required:***

- ☐ Social security card(s)
- ☐ If you are not a U.S. citizen, a copy of the front and back of your green card(s)
- ☐ Award letter for any social security and/or disability income
- ☐ Fully-executed sales contract and earnest money check
- ☐ Copy of sales contract on existing home if you are selling current home

### ***Self-employed:***

- ☐ Last 2 years personal federal income tax returns with all pages and all schedules
- ☐ Last 2 years business federal income tax returns with all pages and all schedules
- ☐ Copy of business license, if applicable

### ***Assets:***

- ☐ Last quarterly statement for all listed "other asset" accounts including but not limited to 401k, IRA, stock and mutual funds

# STEP 3

## Become a Certified Home Buyer and Get Rate Secured

Stand out from the crowd even if you don't have a cash offer for a home. The Churchill Certified Home Buyer program positions you almost as if you're a cash buyer, giving you an advantage when the competition is high.

Unfortunately, a standard pre-approval provides a false sense of security and just isn't good enough anymore. With the housing inventory remaining low, there's simply no better way to guarantee that you're taking the right steps to help you get to the closing table faster.



### This program will help you:

- House hunt with more peace of mind
- Have more negotiating power
- Close sooner
- Minimize surprises during the process

GOOD



PRE-QUALIFICATION

BETTER



STANDARD  
PRE-APPROVAL

BEST



CHURCHILL CERTIFIED  
HOME BUYER





Another benefit of becoming a Churchill Certified Home Buyer is our Rate Secured program.

As you're looking for a new home, we know you want the lowest possible interest on your mortgage. Who wouldn't? There's nothing more frustrating than having your interest rate go up before you close on your loan. You can now protect yourself from the fluctuating interest rates with Churchill's Rate Secured program. It's simple:

- Secure a low interest rate at no cost
- Cap your rate for up to 90 days while you shop for a home
- Reset the rate for another 90 days if you don't find a home in the initial 90-day period

### **So what happens if rates go up or down with Rate Secured?**

Your interest rate helps determine your monthly mortgage payment so when you cap your rate, think of it as securing your savings on your mortgage. Let's break it down a step further:



**If rates go up,  
your rate stays  
the same**



**If rates go down, you  
have a one-time option to  
receive that lower rate**

# STEP 4

## Find Your Dream Home

Most people start the process of looking online to find information to support their home buying decisions. The information you can find online can help you compare details about homes such as the price per square footage, how long a home has been on the market, the year it was built, when it was last sold, and even the property tax history.

If you have your home search narrowed down even further, you can follow up your online exploration, you can take your research offline and scope out some neighborhoods. It's a good idea to visit neighborhoods and specific homes you're interested in at different times of the day. You'll be able to get a good idea of what type of traffic you'll be dealing with, the driving distance to the grocery store or office commute, and just see if a house (and those around it) looks maintained.





## Important Things to Consider When House Hunting:



**Price**



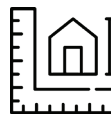
**Condition**



**School district** *(especially if you have school-aged children)*



**Neighborhood/location**



**Size** *(number of bedrooms and bathrooms, storage, etc.)*



**Layout** *(one story, two story, open concept, etc.)*



**Amount of maintenance needed**

A lot of time and energy goes into looking for a new home, so it's important to narrow down your wants vs needs. It's best to set your top priorities when you're looking to buy a home. That way you won't be disappointed and settle for something you think is far from perfect.





# STEP 5

## Get Your Offer Accepted

When it's time to make an offer on a home you love, work with your real estate agent to narrow down the "magic number" to wow the sellers and let them know you're a Churchill Certified Home Buyer. This often helps when it's time to negotiate because the sellers will know you can close faster, **and that your offer is as good as cash.**

At this point, the seller will either accept or decline the original offer or come back to you and your agent with a counteroffer. Negotiations can sometimes take awhile, so be patient. **Once your offer is accepted, you'll sign a contract, and you and the seller will move forward toward getting prepared for closing.**





# STEP 6

## Third-Party Services

You will need to arrange for third-party service providers for required inspections and services. This can vary depending on property location and loan program. Consult with your Home Loan Specialist and real estate agent to find out which services you will need.

**Here's a list of some of the third-party services you or your agent may need to arrange:**



### **HOME INSPECTIONS:**

A home inspection will determine if there are any problems or issues with the property. These are not always required, but highly recommended and should be conducted by a licensed real estate inspector.



### **TERMITE & PEST INSPECTIONS:**

Have a licensed pest inspector check the home for termites and other pests and provide written reports upon inspection completion.



### **APPRAISAL:**

The appraisal is a required assessment of every mortgage that provides you and your lender with a fair value of the property. Appraisals are conducted by a licensed third-party professional.



### **HOMEOWNER'S INSURANCE:**

This is also referred to as hazard insurance and is required. It is best to have this done at least 2-3 weeks prior to your closing to give the insurance company plenty of time to put a quote together.

# STEP 7

## Loan Approval and Closing Disclosures

After your “Clear to Close” is issued, your lender will begin to draft Closing Disclosures and official loan documents. It is legally required that you receive and sign Closing Disclosures 3-business days prior to your closing date.

Be sure to factor in this requirement when scheduling your closing date. If the Closing Disclosure is not signed before the 3-day window, you will need to move your closing date to accommodate this time frame. At this point, a finalized breakdown of closing costs and fees will be provided.

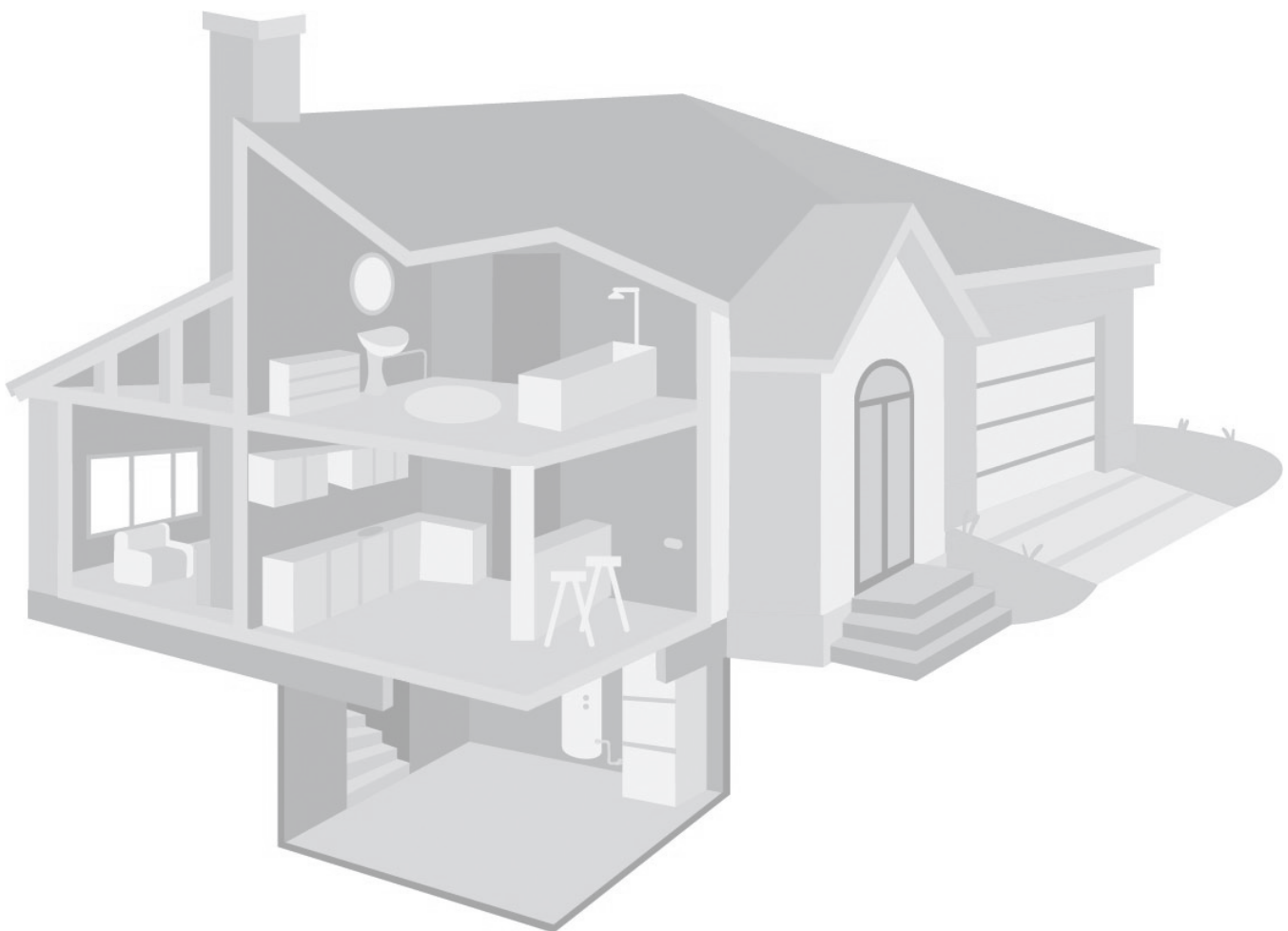


# STEP 8

## Preparing Your Home

A lot of times once a home inspection happens, there's a list of repairs that need to be made. While it would be nice to have the sellers fix every little repair listed in the home inspection report, that's usually not the case (especially in a seller's market).

Focus on any substantial home inspection problems like termite damage, drainage problems, mold issues, elevated radon levels, and structural concerns with the roof or building violations.





# STEP 9

## Closing Day

Closing is the final step in your journey to becoming a homeowner. **Closing costs and fees cannot be paid with cash.** You will need to bring a cashier's check or proof of wire transfer for the exact amount of money you need to close.

Be sure to check with your Home Loan Specialist or title company to confirm the best way to pay closing costs. Closing usually takes place in an escrow, title, or attorney's office. If requested and allowable, a mobile notary may be provided for a fee. Many lenders now offer an online closing process or a hybrid closing where most documents are digitally signed to expedite the in-person process.



The following people typically attend the closing (virtually or in-person):

- You and Any Co-Borrower
- Buyer's Real Estate Agent
- Seller's Real Estate Agent
- Closing Agent
- Escrow Officer
- Your Home Loan Specialist

# What Happens on Closing Day



- **MONEY:** The closing agent will list all the money you owe the seller, such as remainder of down payment, prepaid taxes, etc. The closing agent will then list all the money the seller owes you, such as unpaid taxes or prepaid rent. This will be covered on the final Closing Disclosure.



- **SIGNING:** You will be asked to sign documents stating you agree to the terms of the loan and sign a note and security instrument. You will then sign a number of affidavits and declarations that legally bind you to the agreed upon financial obligations and your rights as a homeowner.



- **TRANSFER:** The seller will then sign a deed and transfer ownership of the property to you. Once all the financial and legal contracts have been signed, the settlement agent will transfer money to the seller on your behalf.



- **RECORDING:** After all these things take place, the deed and security instrument are properly recorded.

Once everything is signed and you've been given the keys, it's time to move in!



# STEP 10

## Moving Day

With the purchase of a new home also comes packing and moving. Many times, you'll find it lessens your stress and increases excitement if you start packing before closing day. Whether you pack weeks in advance or wait until you have the keys, you'll need to figure out if you want to hire someone to move your belongings or if you'll do it yourself. Some of the factors to consider will be your budget, time, and distance of the move.

**READ ON TO FIND YOU  
WHAT YOU NEED TO THINK  
ABOUT WHEN MOVING!**





## Here's a few things to think about when moving:

**Moving Costs:** If you hire a professional mover, get at least three estimates. Also, confirm they are licensed and insured. If you do it yourself, you'll want to factor in renting a truck, packing materials, moving blankets, and dollies. Don't forget to include goodies and drinks to repay your friends and family who come to help you out!

**Packing and Purging:** Now's a great time to get rid of anything you no longer want or use. Think about donating, giving away, selling, or throwing out things that you'd rather not take the time to move to your new home.

**Organize Your Efforts:** Stay organized during the packing process to make transitioning into your new home easier with less stress.

- Pack room-by-room
- Pack each item carefully
- Limit box weight to about 50 pounds
- Keep all your important and "unpack first" items together and labeled as "essentials"

**Remember to Share:** Make sure your friends, family, employer, and creditors know your new address. The United States Postal Service has a change of address form available online or at your local post office so you can have your mail forwarded. Also, don't forget to contact any service providers (cell phone, cable, internet, etc.) and financial institutions (banks, stockbrokers, advisors).

***Congratulations! You've made it to moving day.  
Now it's time to enjoy your home!***



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## NEED MORE INFORMATION?

Just reach out to your local Home Loan Specialist

888.562.6200

[churchillmortgage.com](http://churchillmortgage.com)

\*\*The Churchill Certified Home Buyer program is available on conventional conforming loans only. It is not a commitment to lend funds and is not an approval but is a conditional approval subject to your acceptance of the terms and the conditions being fully satisfied prior to closing. All conditions are subject to final underwriting and final investor approval. The certification is subject to the financial status and credit report(s) of everyone on the application remaining substantially the same until closing, an acceptable contract of sale on a suitable property, collateral (the appraisal, title, survey, condition, and insurance) satisfies the requirements of the lender and loan selected is still available in the market. All closing conditions of the lender must be satisfied including the clear transfer of the title, acceptable and adequate title and hazard insurance, flood certification, and any inspections that are required by the real estate contract.

In the initial 90-day period, Rate Secured is available on 30-year conventional conforming loans and high-balance fixed-rate loans. It is not available on investment property home loans or no score (zero credit score) loans.

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