**Terry Donovan**

Confidential Mortgage Guidance Counselor

**Client Information Sheet**

When you open this document, you must first click **“Enable Editing.”** See the reminder on page four before beginning. This form is not a loan application and it should not be submitted to any lender in connection with any application for home mortgage financing. **DO NOT** sign anywhere on this form. **DO NOT** place any social security numbers, bank account numbers, credit card numbers, loan numbers, or any other information not requested. Place a small “x” where appropriate and type all other information right on this fillable form. When complete save it with a new file name using your last name, and email it back to me at [terrydonovan1@yahoo.com](mailto:terrydonovan1@yahoo.com). Click your cursor in the center of each short line or box to start your entry. You can call me at 239-935-7789 if you have any problems with it.

**Mortgage Information:**

1. Type of loan needed: \_\_ Purchase \_\_ Refinance \_\_ Fixed Rate LTV \_\_\_ %

2. If the loan is for a refinance: Year Acquired \_\_ Original Cost $\_\_

3. Existing Loan Amount(s) if any: $ \_\_

4. Approximate loan amount needed: $ \_\_ Down Payment: $ \_\_

5. Where do you live now: \_\_

6. Number of years at your current residence: \_\_

**Property Information:**

7. Subject property location \_\_

8. Property will be used as: \_\_ Primary Residence \_\_ Second Home \_\_ Rental

**Borrower and Co-Borrower Information:**

9. Borrower’s name: \_\_ Phone number: \_\_

Occupation: \_\_ Self-Employed? \_\_ Yes \_\_ No

How long in current position? \_\_ Years

If less than two years in current position, provide additional employment below to cover two

full years. Do not use your “Enter” key to change lines. Just use your “Down-Arrow.”

10. Co-Borrower’s name: \_\_ Phone number: \_\_

Occupation: \_\_ Self-Employed? \_\_ Yes \_\_ No

How long in current position? \_\_ Years

If less than two years in current position, provide additional employment below to cover two

full years. Do not use your “Enter” key to change lines. Just use your “Down-Arrow.”

**Gross Monthly Income:**

11. Borrower Gross Monthly Income: Current Period: $\_\_ # of Months: \_\_

2017: $\_\_ 2016: $\_\_ Other Income: $\_\_

Comments: \_\_

12. Co-Borrower Gross Monthly Income: Current Period: $\_\_ # of Months: \_\_

2017: $\_\_ 2016: $\_\_ Other Income: $\_\_

Comments: \_\_

**Combined Monthly Housing Expense:** [Click your cursor inside each box to type the answer.]

Present $ Proposed $

13. Rent

Total Proposed

Mortgage Payment PITI:

$\_\_\_\_\_

LTV:

\_\_\_\_\_ %

First Mortgage (PITI)

Other Financing

PMI/MIP \_\_

Other \_\_

Other \_\_

Other \_\_

**Assets:**

14. Cash deposit toward the purchase of a home: $\_\_

Banks or credit unions combined balance: $\_\_

Stocks and bonds combined balance: $\_\_

Other liquid assets combined balance: $\_\_

Real estate owned market value: $\_\_ To Be Sold? Yes\_\_\_\_\_ No\_\_\_\_\_

**Liabilities:**

15. Combined Credit cards: $\_\_ Monthly Payment: $\_\_

Auto loans: $\_\_ Monthly Payment: $\_\_

Revolving loans: $\_\_ Monthly Payment: $\_\_

Real estate loans: $\_\_ Monthly Payment: $\_\_

Alimony: $\_\_ Monthly Payment: $\_\_

Child support: $\_\_ Monthly Payment: $\_\_

Other: $\_\_ Monthly Payment: $\_\_

**Details of your proposed purchase or refinance transaction:**

16. Purchase price of new property or refinance of existing loan: $\_\_

Estimated prepaid items: $\_\_

Estimated closing costs: $\_\_

PMI, MIP, and/or funding fee: $\_\_

Loan-to-Value: \_\_ %

Please provide a Good Faith Estimate if you have already received one.

**Declarations:**[ Click your cursor inside each box to type Yes (Y) or No (N) ]

Borrower Co-Borrower

17. Are there any outstanding judgements against you?

Declared bankrupt within past seven years?

Are you a party to a lawsuit?

Obligated on any foreclosed loan?

Presently delinquent on any loan?

Is any part of your down payment borrowed?

Are you a co-maker or an endorser on a note?

Are you a U.S. citizen?

Are you a permanent resident alien?

Do you intend to occupy the property as your primary residence? \_\_Yes \_\_No

Have you had an ownership interest in a property in the last five years? \_\_Yes \_\_No

**REMINDER: You don’t have to complete this application in one sitting. You can stop anytime, save it as a Word document using your name in “Save As” and come back to it later. When it is finished, email it to me at** [**terrydonovan1@yahoo.com**](mailto:terrydonovan1@yahoo.com)**. Thank you!**

Home loans require a lot of information and some of that information can cause a loan rejection. As I’m sure you’ll agree, it’s better to have me discover issues that can cause a problem for your loan approval than a loan officer in the bank or mortgage company of your choice. I cannot make loan qualifying issues that are a matter of public record disappear, but I can certainly bring them to your attention and in some cases I may be able to help explain them away.

It’s very common for borrowers to put things on an application that don’t need to be there. As a young loan officer, a very smart underwriter once told me: “In underwriting less is more!” In other words, underwriters only want to see things that are absolutely necessary – and no more. I can help you decide what information is absolutely necessary and relevant – all you have to do is ask me.

**AUTHORIZATION TO DISCUSS PRIVATE INFORMATION**

This authorization checklist will specify which aspects of your confidential mortgage counseling can be discussed with your realtor if they inquire about any particular area. Unless absolutely germane to a direct question, we will not offer any of your private information. Answer Yes or No to the categories listed below by placing an X on the appropriate answer line.

In general, it is our policy not to discuss any of your personal financial information with anyone. However, there may be times when your realtor may need to learn certain details that are relevant to your real estate contract and as a result of that possibility alone, I am asking the following questions:

1. **Complete Privacy:** I/We prefer that you **DO NOT** discuss any part of our mortgage counseling with anyone unless we specifically request it. **Yes\_\_\_\_** If you answer Yes, we will refrain from answering any questions about anything pertaining to your real estate purchase and advise everyone that as your counselor, I am not permitted to discuss your personal business activities and they must contact you, the buyer, for the answers. This includes your realtor and everyone else.

If, however, you will allow some of the details of your personal information to be shared with your realtor, please answer the following questions:

2. **Credit:** Can we discuss your credit score numbers for each borrower? Yes\_\_\_\_ No\_\_\_\_

3. **Credit:** If you prefer that we do not discuss your credit score numbers, can we discuss your credit in general terms such as acceptable, questionable, or unacceptable etc?

Yes\_\_\_\_ No\_\_\_\_

4. **Income:** If asked, can we discuss your debt ratios if asked? Yes\_\_\_\_ No\_\_\_\_

5. **Income:** If asked, can we discuss your type of employment? Yes\_\_\_\_ No\_\_\_\_

6. **Assets:** If asked about your specific assets, we will advise anyone that they must ask you.

Any other types of questions will be referred to you, the Buyer, or we will contact you if the release of some information is needed immediately by your realtor. We will not discuss any other information regarding your real estate transaction with anyone.

If you have any questions regarding this authorization or wish to modify it in any way, please send me an email detailing the changes.

Thank You! for selecting my mortgage counseling service

Terry Donovan