

Buying A House Doesn't Have To Be Hard



CORNERSTONE
MORTGAGE PROVIDERS



PULL UP A SEAT, SIT BACK, AND RELAX

A DIFFERENT KIND OF BUYING EXPERIENCE, **A DIFFERENT KIND OF EASY**

Buying a home and getting a mortgage can seem overwhelming. But that's all about to change. With Cornerstone Mortgage Providers by your side, you'll have all the guidance and support you want every step of the way. Plus, you've got this handy, easy-to-follow packet as your road map to home. You'll find the steps of the process and important information about documents needed to close your loan, along with a few extras that can make your mortgage experience as effortless as possible.



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LET'S GET STARTED

To help us better serve you, please be ready to provide the following documentation. You may be asked for additional items during the process.

UPLOAD DOCUMENTS WITH
THE GREATEST OF EASE!



Download the mobile app from your app store or visit LoanFly.com/KristyCormier on your mobile device.

Our free LoanFly® mortgage app helps you soar through the process. You can also access our secure Borrower Portal to upload documents and easily track your loan progress.

By furnishing any and/or all of the documentation, an applicant is in no way obligated to accept the terms and conditions of the mortgage offered, nor does the borrower have to provide these documents to receive a Loan Estimate.

LOAN CHECKLIST



BANK STATEMENTS

Showing most recent two-month history
- ALL PAGES



BROKERAGE STATEMENTS

Showing most recent two-month history
- ALL PAGES



RETIREMENT STATEMENTS

Showing most recent two-month history
- ALL PAGES



EMPLOYMENT PAY STUBS

From the last 30 days of all jobs held by
each applicant



W-2 FORMS

From the most recent two years for each
wage-earner applicant



PERSONAL FEDERAL INCOME TAX RETURNS (1040S)

From the most recent two years, with all schedules,
statements, and addenda (completed and signed)



MOST RECENT MORTGAGE STATEMENT

For any other properties owned by the applicant



COPY OF DRIVER'S LICENSE FOR EACH APPLICANT



HOMEOWNERS INSURANCE AGENT'S CONTACT INFORMATION

NEW BUILD PROCESS



THE LOAN PROCESS

1	YOU START YOUR HOMEOWNERSHIP JOURNEY! <ul style="list-style-type: none">• Contact Kristy Cormier for home-financing information• Visit www.TeamRincones.com to prequalify
2	KRISTY CORMIER: <ul style="list-style-type: none">• Discusses qualification, monthly payments, and down payment needed for closing• Explains various loan programs available• Issues prequalification letter• Assists you in completing the loan application
3	DURING THE LOAN PROCESS: <ul style="list-style-type: none">• Initial disclosures are sent via DocuSign requiring signatures to continue loan process• Auto email notifications with important status updates will be sent
4	PROCESSOR: <ul style="list-style-type: none">• Gathers required documentation for final loan approval• Orders title commitment to assure clear title• Works closely with Underwriting to obtain final loan approval <p>Note: Please promptly provide requested documentation to ensure a smooth loan process.</p>
5	UNDERWRITER: <ul style="list-style-type: none">• May request further documentation upon review of your loan• Makes the final decision on your loan approval
6	CLOSING DISCLOSURE (CD): <ul style="list-style-type: none">• Loan Officer's closing department works with the title company to prepare your CD• You will get your CD to review before closing. Note: It's possible your final closing costs will include a landscape escrow deposit to be reimbursed upon completion of your landscaping.• Loan Officer's team will confirm your closing details: date, time, place, closing funds needed if any
7	CLOSING: <ul style="list-style-type: none">• Takes place at the title company• Will require a certified/cashier's check or a wire transfer (payable to the title company)• Will require you to bring your valid driver's license or state identification

EARNEST MONEY + DESIGN CENTER



Acceptable Down Payment Sources:

- Funds from your own checking and savings accounts
- Withdrawal or borrowing against your retirement account – must have paper trail and sign gift letter from CMP
- Gift from a relative or spouse – must document paper trail
- Liquidation of stocks or mutual funds – must document paper trail
- Secured loans – must document with paper trail and count debt in qualifying



Potential Issues With Funds:

- Cash advance from credit card
- Cash – it is difficult to provide a paper trail for the source of the cash
Note: Please contact us before you plan to use cash for earnest money or closing funds.
- Gifts from friends
Note: Funds at closing must be a certified check or wired.

Earnest Money, Design Center Deposits, and down payment must be fully documented per government regulations. Industry regulations require confirmation of the source of earnest money and down payment funds one to two months before those checks clear.



DISCOVER THE DIFFERENCE

Cornerstone Mortgage Providers is more than a mortgage company.

We're a company that cares. Discover how Cornerstone Mortgage Providers is refreshingly different from other lenders!

OUR PURPOSE

We honor God by using our talents to make a positive difference in your life!

OUR PROGRAMS & PRODUCTS

- Purchases and Refinances
- FHA, VA, and USDA
- Conventional and Jumbo
- Renovation and Construction Financing
- First-Time Homebuyer Programs
- Investment Properties and Second Homes
- Extended Rate Locks

OUR PERFORMANCE

- 100% committed to your on-time closing goal
- Variety of home loan programs to meet your needs
- In-house processing, underwriting, closing, funding, and servicing
- Proactive, prompt communication and status updates
- Trusted guidance and support long after your loan closes

OUR CONVICTIONS

- We live and lead with honesty and integrity.
- We respect and care for our people.
- We go all-out because we are all-in.
- We are wise stewards.

LET'S GET STARTED

Here are common mortgage terms that are used throughout the home-financing process.

Adjustable-Rate Mortgage (ARM):

A mortgage with an interest rate that can change according to a schedule outlined in the Note (Note Rate). The interest rate is based upon an index that changes based on the market, plus a margin which is determined by the lender. Often, the initial interest rate is lower than that of a fixed-rate mortgage.

Annual Percentage Rate (APR):

The annual equivalent of the rate shown in your Note (Note Rate) plus any other fees paid at closing or throughout the life of the loan, such as monthly mortgage insurance. APR allows borrowers to compare different mortgages when shopping for a lender.

Debt-to-Income (DTI) Ratio:

This is the percentage of your gross monthly income (before taxes are taken out) that goes to paying monthly debts, including the new mortgage payment. The lower DTI typically means better mortgage terms.

Down Payment:

The difference between the sales price and the loan amount on a real estate transaction. The down payment is brought to the closing by the buyer along with other fees to be paid at that time.

Down Payment Assistance Program (DPA):

Programs which provide additional funds, usually to first-time homebuyers, which reduce the amount of cash needed to close. These may be in the form of a grant, requiring no repayment; forgivable seconds, which only require repayment for a certain period or if certain events happen (e.g., if you sell your home); repayable seconds, which typically have a low (or, in certain cases, no) interest rate which must be repaid. The period prior to repayment varies, usually between 3 and 30 years.

Fixed-Rate Mortgage:

A mortgage in which the interest rate does not change during the loan term.

Loan-to-Value (LTV):

A ratio measuring how much you borrow to the appraised value of a property being purchased or constructed. LTV is used by lenders to help assess the potential eligibility or risk in taking on a loan.

Principal, Interest, Taxes and Insurance (PITI):

Often referred to by the acronym "PITI" which is the total monthly housing expense: principal, interest, taxes, and insurance. Some loans will also require a monthly payment for mortgage insurance.

Rate Lock:

This is a commitment between you and the lender to hold a certain interest rate for a specified period of time. When you decide to lock your rate you will receive a written confirmation from your lender.

Title/Deed:

This is a document which transfers ownership from the seller to the buyer and establishes the real estate transaction took place.

Title Insurance:

Title insurance protects a real estate owner or lender against any loss or damage they might experience because of liens, encumbrances, or defects in the title to the property, or the incorrectness of the related search.



THE DOS & DON'TS



- **Please make sure to promptly provide any documentation we request** — this helps us keep everything moving smoothly and ensures we can serve you as efficiently as possible.
- **Don't hesitate to give us a call if you have any questions or concerns** — we're here to help, and we want you to feel confident and informed every step of the way.
- **If you've had a good experience, share it!**
Telling your family and friends about CMP helps us continue to support others with the same care and attention we've given you.
- **Most importantly, take care of yourself and get a good night's sleep** — you were referred to our team for a reason, and you can feel secure knowing we're fully in your corner.



- **Change jobs, quit, or become self-employed** — any employment changes can impact your loan approval, even if they're positive moves.
- **Buy or trade in a vehicle** — large purchases or new debt can affect your credit and debt ratios.
- **Increase your debt or miss payments** — your credit is monitored throughout the process, so keep everything current.
- **Spend money you've set aside for closing** — those funds need to stay available to avoid delays or issues at closing.
- **Omit any debts or liabilities from your loan application** — full transparency helps prevent complications later.
- **Buy furniture, appliances, or apply for new credit** — even necessary purchases can impact your loan approval.
- **Open new credit or allow credit inquiries** — avoid new loans, cards, or lines of credit during the process.
- **Make large deposits or move money between accounts** — these can trigger documentation requests and slow things down.
- **Change or open new bank accounts** — keeping things consistent helps us verify funds easily.
- **Co-sign any loans** — even if you're just helping someone else, it can create new obligations that affect your approval.

Contact us if you think any of these don'ts are unavoidable.

We can help determine what to do so your loan is least negatively affected.



LOANFLY[©]

It's your home loan the way you want it: On your terms.

With LoanFly®, you have an all-in-one app that helps you soar from start to home in no time. Plus, you'll have us by your side whenever you need us.

PREQUALIFY QUICKLY

With a few taps, you can know for sure how much you can afford before you start shopping for a home.

GET ANSWERS

Learn all you need to know about the mortgage process with on-demand resources and how-to videos. You can also calculate estimated payments.

ACCESS LOANFLY® BORROWER PORTAL

Our secure online portal gives you a transparent view of your mortgage transaction. Easily track your loan status, upload documents, and do so much more in one convenient place.

MAKE A CONNECTION

LoanFly® makes it easy to fly solo during the process. But you can always quickly connect with our team at any time.

GET READY FOR TAKEOFF

1

Visit LoanFly.com/
KristyCormier on your
Apple or Android device

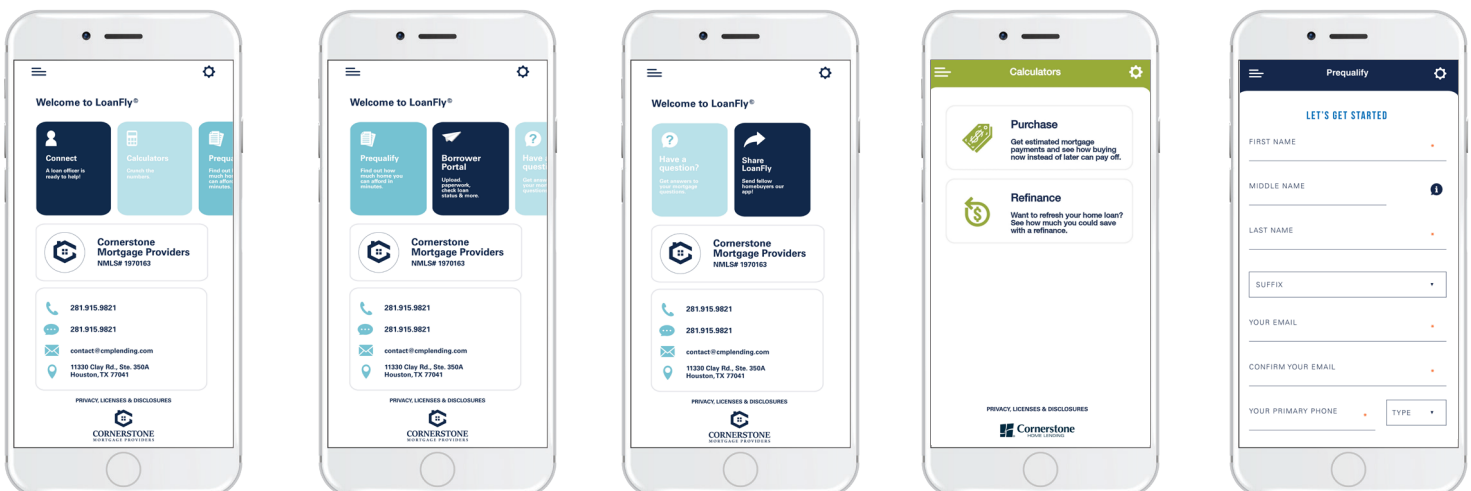
2

Download LoanFly® on
your device

3

Start soaring
home

Internet access required.



A close-up photograph showing a person's hands packing a white ceramic plate into a cardboard box. The box is filled with crumpled brown packing paper. The person is wearing a blue shirt. The box is sitting on a light-colored wooden floor. A teal banner with the text "MOVING CHECKLIST" is overlaid on the bottom half of the image.

MOVING CHECKLIST

ONE MONTH BEFORE MOVING:

- ☐ Collect everything not to be moved and save for a garage sale or charitable donation
- ☐ Select mover and arrange for exact form of payment at destination - Be sure to check moving company policy regarding broken or damaged items; moving companies typically do not reimburse for breakage or damage to items in boxes they do not pack
- ☐ Start packing now, unless you have scheduled packing services
- ☐ Contact insurance agent to transfer/cancel insurance coverage on your old home
- ☐ Complete change of address form from post office
- ☐ Notify all magazines or other subscriptions of change of address
- ☐ Notify your doctor, dentist, veterinarian, and pharmacy of your change of address
- ☐ Contact utility companies for refunds of deposit and schedule turn-off date
- ☐ Check freezer and plan use of food over next 2-3 weeks
- ☐ Pack all jewelry and other valuables in a safe place to prevent loss during move

ONE WEEK BEFORE MOVING:

- ☐ Confirm moving day details with the moving company
- ☐ Organize at least one room in the house for packers and movers to work freely
- ☐ Defrost freezer and refrigerator; place charcoal inside to prevent mildew
- ☐ Make arrangements for disconnecting appliances (ice maker, washing machine, dryer) from water and gas sources
- ☐ Cancel all newspapers, yard service, etc.
- ☐ Prune larger houseplants and re-pot those in clay pots into unbreakable plastic containers
- ☐ Schedule a cleaning service to clean both your old and new homes, or have cleaning supplies accessible upon arrival to your new house
- ☐ Consider hiring an exterminator for the new residence prior to moving in

MOVING DAY:

- ☐ Make sure phone service, gas, electricity, and water are turned on; if you are moving into a pre-owned home, you can sometimes make arrangements to have the service transferred on loan closing day when you take actual possession
- ☐ Make arrangements for food for you (and the movers, if possible)
- ☐ Hire a sitter or send the kids and/or pets to a friend's house for the day
- ☐ Notify packers and/or driver about fragile items (ensure these are marked "fragile")
- ☐ Identify boxes with linens needed to make your beds at your new home and place them in a convenient location
- ☐ Make a final check of the entire house (closets, shelves, attic, garage, etc.)
- ☐ Get complete routing information and phone numbers from the driver



ASK YOUR LENDER

Can they match Cornerstone Mortgage Provider's leading services?

- ☐ Who generates your Closing Disclosure? Your closing department or the title company?
- ☐ Will you be delivering the closing disclosure electronically or by mail?
- ☐ What percentage of your loans close late (after the contract closing date)?
- ☐ What percentage of your prequalified loans are denied during the underwriting process?
- ☐ Do your processors, underwriters, and closers work in your office with you?
- ☐ Do you send your clients weekly automated email updates, as well as email updates each time their loan moves forward in the process?

NOTES



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Not a commitment to lend. Borrower must meet qualification criteria. This information is meant to be a guide showing the financing process. Because requirements for a borrower's specific loan program can vary, not all transactions may follow the illustrative information or steps included in this guide. Speak with your loan officer for details.