



## ALISA GLUTZ GROUP

*Personalized service you can count on.*

### Tips for a Successful Loan Transaction

#### The Do's and Don'ts of the Mortgage Process

There have been many changes in the mortgage industry over the past few years. You will find the process requires a lot of documentation and is more involved than ever. Lenders must document all of your financials in order to provide loan approval. It is our goal to request all of the information needed from you up-front, or as soon as we identify something is needed.

In addition to providing your documentation early in the process, following the tips below will also help to create a successful home loan process.

#### DO:

- Ask questions: we want to be sure you fully understand the loan you are obtaining and how the process will work.
- Send requested documents to us ASAP.
- Update us on any changes to your application; employment, income, marital status, available assets, current liabilities, etc.
- Keep all updated pay stubs and bank statements accessible throughout the entire process; from prequalification to the day your loan closes.
- Write your earnest money check from your bank account as it will need to be documented.
- Make all payments on time (i.e. mortgage, auto, credit cards, etc).

#### Don't:

- Make any large non-payroll deposits or transfer money between your accounts. All movements of money and deposits must be tracked.
- Make any cash deposits into your accounts or use cash for your earnest money deposit. Cash is not an acceptable source of funds.
- Be late on any payments.
- Close or open up any new credit, increase credit card balances, or have your credit pulled. This may affect your credit score.
- Payoff collection accounts without talking with us first.
- Change jobs even at the same or higher pay rate as this can affect your loan approval.

While this may seem intense, I've found it's easier to provide this information early in the process. In doing so, our clients understand what is needed and partner with us to help create a fluid home loan process. My team and I look forward to working with you, so please don't hesitate to ask for clarification on any of these points.

**Alisa Glutz** NMLS #204235 *Licensed Mortgage Professional*

Cell/Text: 480.206.6516

E-fax: 480.907.2872

Direct: 480.398.4901

Email: [aglutz@ccmclending.com](mailto:aglutz@ccmclending.com)

[www.glutzgroup.com](http://www.glutzgroup.com)



17015 N Scottsdale Rd. #150, Scottsdale, AZ 85255

Cherry Creek Mortgage Co., Inc. NMLS # 3001 AZ BK #0904024

This material is informational only and does not constitute an offer to lend or recommend available products. This is not an advertisement to extend credit as defined by Regulation Z nor an application for credit as defined by RESPA/Regulation X. All applications are subject to underwriting guidelines and approval based upon the credit, assets, value of subject property and borrower's ability to repay. Not all applicants are eligible for or qualify for all loan products offered. All loan programs, terms and conditions are subject to change without notice.