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### CUSTOMER CHECKLIST

Customer(s) Names: \_\_\_\_\_ (Date) \_\_\_\_\_

Loan Officers Name: \_\_\_\_\_ Phone: \_\_\_\_\_

EST. Closing Date: \_\_\_\_\_ Closing Time: \_\_\_\_\_ Lock Exp. \_\_\_\_\_

Please sign and complete all documents in this package

- Set aside at least \$500 for Appraisal & Credit Report \_\_\_\_\_
- Provide proof of any recent payoffs not showing on credit report(s) \_\_\_\_\_
- A copy of (2) months pay stubs for each borrower \_\_\_\_\_
- A copy previous w-2's or 1099's (2) years for each borrower \_\_\_\_\_
- A copy of your 1<sup>st</sup> & 2<sup>nd</sup> Mortgage payment coupon or billing statement \_\_\_\_\_
- A copy of current Mortgage Note or Deed of Trust \_\_\_\_\_
- A copy of (2) months Bank statements (checking or savings) \_\_\_\_\_
- A copy of current homeowners insurance policy \_\_\_\_\_
- A clear copy of your driver(s) license and SSA card(s) (FHA Only) \_\_\_\_\_
- Copy of Bankruptcy discharge papers all schedules (If Applicable) \_\_\_\_\_
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

*Important please read: While waiting for your loan to close, please adhere to the following guidelines. This will prevent delays or problems in the closing process. If any of these conditions change please notify your loan officer at once. (Any and all of the items below may effect your loan credit scoring)*

1. DO NOT quit or change your current employment status.
2. DO NOT sale property, or change your place of residence.
3. DO NOT have your credit report accessed for any reason.
4. DO NOT purchase anything on an installment or revolving basis.
5. DO NOT transfer credit card balances, or open new credit accounts.
6. DO NOT co-sign for anyone on anything.

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