



— YOUR GUIDE TO —
**HOME LOAN
SUCCESS**

The title "YOUR GUIDE TO HOME LOAN SUCCESS" is centered over the image. "YOUR GUIDE TO" is in an orange, sans-serif font, flanked by two horizontal orange lines. "HOME LOAN SUCCESS" is in a large, bold, dark blue, sans-serif font.



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Every dream has a starting point.

In this guide, we'll walk you through what to expect during the loan process, give you helpful tips and information, and answer any questions you may have in regards to your mortgage loan.

GUIDE CONTENTS »

- What We Need
- Mortgage Do's and Don'ts
- What is in a Mortgage Payment?
- Locking in your Interest Rates
- Understanding Closing Costs
- Road Map to Home Loan Success
- Meet Your Incredible Team



- 1 Copies of the most recent two years of personal **Federal tax returns***
- 2 Copies of the most recent two years of **Corp/Partnership/LLC Federal returns***
- 3 Copies of the most recent two years of all **W-2's****
- 4 Copies of the most recent 2 months **bank statements** *(all pages, including blank)*
- 5 Copies of the most recent 2 months **401K, Stock or Mutual statement, and/or Retirement statement**
- 6 Copy of the recent **mortgage statement(s)** on properties owned *(if applicable)*
- 7 Copy of **HOA bill(s)** *(if applicable)*
- 8 Copy of **Insurance Declaration Page** for all properties owned *(if applicable)*
- 9 If Divorced, paying or receiving Alimony or Child Support, please provide copy of **complete Divorce Decree**
- 10 If receiving Social Security, Pension, or Permanent Disability, please provide **Award Letters**
- 11 Copy of legible **Drivers License**
- 12 Copy of **DD214 and Certificate of Eligibility** *(VA loan only)*
- 13 **Social Security Card** *(FHA loan only)*

**Applies to Self-Employed + owners of Rental Properties*

***Applies to W-2 Wage Earner only*



It's important to understand actions that could impact the mortgage approval process. Use our tips below to make sure your loan approval and closing date stay on track.

MORTGAGE DOs

- DO** continue to make your current mortgage or rent payment on time
- DO** stay current on all existing accounts (even if you are paying them off)
- DO** continue to work for the same employer - try not to switch jobs
- DO** continue to use the same insurance company
- DO** continue to live at the same residence
- DO** continue to use your credit cards as normal
- DO** call us if you have ANY questions!
- DO** tell your friends, family, and coworkers about us! We promise to take great care of you and earn your trust.

We Love Referrals!

A referral is when you introduce someone you care about to someone you trust.

MORTGAGE DON'Ts

- DON'T** make any major purchases like furniture, car, boat, jewelry, etc.
- DON'T** apply for any new credit
- DON'T** apply for new student loans
- DON'T** open any new accounts - gym memberships, etc.
- DON'T** transfer any bank balances without letting us know first
- DON'T** pay off any collections or accounts due without consulting with us first
- DON'T** close any credit card accounts
- DON'T** change banks or open new bank accounts
- DON'T** max out or overcharge your credit accounts
- DON'T** draw on an open line of credit for closing costs or down payment funds
- DON'T** consolidate your debt onto other open credit accounts without consulting with us first
- DON'T** open a new cell phone account

WHAT IS IN A MORTGAGE PAYMENT?



There are several factors, including the down payment amount and the loan program, that determine the components of your monthly mortgage payment.

PRINCIPAL	The portion of your monthly payment that is applied towards lowering the balance of your loan.
INTEREST	The portion of your monthly payment that covers the interest accrued the previous month on the balance of the loan. Interest is what a lender charges you for borrowing money.
TAXES	Property Taxes are assessed by the county and are based on the sales price. 1/12th of the annual property tax bill can be included in your monthly payment.
INSURANCE	Homeowners Insurance covers damage to your property from theft and fire. 1/12th of the annual premium can be included in your monthly payment. Mortgage Insurance (PMI OR MIP) if required, protects the lender in the event of a default on the loan. Flood Insurance is required for properties in flood hazard areas.
HOA FEE (Home Owners Association)	Not included in the monthly mortgage payment to the lender. An HOA Fee is paid directly to the Condo Association/Property Management Company for the maintenance of the community.



LOCKING IN YOUR INTEREST RATE

» WHAT IS A RATE LOCK?

A rate lock is an agreement between you (the borrower) and us (the lender) that a specific interest rate will be provided to you for a specific period of time (the rate lock period).

» WHEN IS MY RATE LOCKED?

We will confirm and lock your interest rate with your verbal or written authorization.

» WHAT IF RATES GO UP BEFORE I CLOSE MY LOAN?

If interest rates increase, you are protected and can be assured that your locked rate will be honored on your loan papers on the date of closing. We will NOT ask you to pay a higher interest rate simply because the market has worsened. If necessary, the rate lock period can be extended for a fee.

» IF RATES APPEAR TO BE DROPPING, WHY SHOULDN'T I WAIT TO LOCK A RATE?

Ask yourself what gives you more peace of mind:

- » ***Lock a rate and possibly miss a lower rate if the market shifts after you lock? OR***
- » ***Not Lock a rate and face a higher rate because of market shifts?***

It is our objective as advisors to assist you in determining an optimal time to lock an interest rate given our professional assessment of market conditions as well as your objectives. Keep in mind that if rates drop after you purchase the home, we can always refinance your loan after 7 months.

UNDERSTANDING CLOSING COSTS

LENDER FEES

(these are the only fees the lender can control)

ORIGINATION CHARGES - The fees charged by the Lender for processing and underwriting of the loan application processing fee and underwriting fee.

DISCOUNT POINTS - A fee paid in exchange for a reduced interest rate. Also called "Buying Down the Rate." One point is equal to 1% of the loan amount. Ask for specific details.

THIRD PARTY FEES

APPRAISAL FEE - The fee paid to a qualified appraiser for preparing an Appraisal Report which provides an opinion of market value for the property. This appraisal fee varies depending on the value of the home and the complexity of the report. When significant repairs are noted on the appraisal a re-inspection by the appraiser will be required to ensure work is complete.

CONDOMINIUM DOCUMENT FEES - When applicable, a condo certification is required to ensure the condo project's eligibility for financing.

CREDIT REPORT - The fee paid to obtain a copy of a mortgage credit report from the 3 credit bureaus.

TAX SERVICE - A fee typically paid to a tax service agency. The role of a tax service agency is to look for delinquent property taxes and alert the mortgage company to prevent tax liens from existing against the property.

SETTLEMENT FEE - The fee paid to your closing attorney who will represent you at the settlement of your real estate transaction. Attorney fees can vary considerably from one state to another.

FLOOD CERTIFICATION - Federal regulations and secondary mortgagors require lenders to obtain a certification from a surveyor indicating whether the property is within a flood hazard area and if flood insurance is required.

TITLE FEES - A Title company performs a title search which ensures there are no outstanding issues with the property such as liens for unpaid taxes, special assessments, judgements, demands, or other legal issues. Other Title related fees include ENDORSEMENT FEE, WIRE & COURIER FEES.

TITLE INSURANCE - Homebuyers typically need two title insurance policies: an Owner's Policy which protects the homeowner and a Lender's Policy which protects the lender. Title insurance protects against problems with a title when there is a transfer of property ownership.

RECORDING FEES - Fees paid to the County to record the new Deed of Trust, ensuring that you are the new official owner of the property.

UNDERSTANDING CLOSING COSTS

RESERVES FOR AN ESCROW ACCOUNT

Think of this as your savings account within your home loan for taxes and insurance. When you close escrow, the lender will collect a certain number of months upfront to setup the escrow account so that sufficient monies are available when the property tax and insurance premium is due.

The number of months collected for property taxes depends on the exact month in which you close escrow. The lender usually collects 2 months of your insurance payment to have as reserves. This is YOUR money and not a fee. When you sell or refinance your home, you will receive a refund of any remaining balance in this escrow account.

PREPAID ITEMS

(Interest, Taxes
and Insurance)

PREPAID INTEREST - Prepaid interest is collected by the lender to pay for the interest charges for the remainder of the month during which the loan closes escrow. A common saying is “Mortgage - you pay back. Rent - you pay forward.” In other words, when you pay rent, you are paying for the upcoming month BUT a mortgage payment covers the previous month’s interest.

Example - If you close escrow on January 10th, there are 21 days remaining in the month. Therefore, you will be charged 21 days of interest for January. See the example below.

First Payment Date - March 1st, this is why it feels like you got to “skip” a payment.

PREPAID INSURANCE - At closing, you will prepay the annual premium for the Homeowner’s Insurance on your property. Your home will then be insured for the 1st year.

PREPAID PROPERTY TAXES - At closing, the buyer is responsible for paying the prorated property taxes due from the date of closing through the end of the tax billing cycle. Similarly, the seller is responsible for paying the prorated property taxes due from the start of the previous billing cycle through the close of escrow date.

January

February

March

Close on January 10th -
21 days until the end of the month =
21 days prepaid interest.

No payment due
in February

First payment due in March
for previous month’s interest.

ROAD MAP TO HOME LOAN SUCCESS



Must do ASAP!

- **INITIAL CONTRACT DEPOSIT** - Make sure that you deliver the initial deposit in the format and timeline agreed upon in your sales contract.
- **INSURANCE** - Choose your homeowner's insurance provider and provide us with a copy of the quote. We can refer you to a trusted insurance agent.
- **VESTING** - Determine how you want to hold title to the property. Please consult with your attorney.
- **BORROWER DOCUMENTATION** - Make sure to provide any documents we request as quickly as possible to ensure a timely closing.

What's Next?

- **INITIAL LOAN DISCLOSURES** - Within 3 days, we will send initial loan disclosures for you to acknowledge via an electronic signature. Please sign these upon receipt.
- **APPRAISAL** - We will be ready to order the appraisal once the Loan Disclosures are acknowledged. Be prepared to provide your payment information.

- **CONDITIONAL LOAN APPROVAL** - Once your loan file is reviewed by our underwriter, a conditional loan approval will be issued and any pending borrower documentation will be requested. Please provide any requested documentation ASAP.
- **CLOSING DISCLOSURE** - Once your loan is approved, we will issue a Closing Disclosure which you will need to sign electronically on the day of receipt. This will trigger the 3 day mandatory wait time before you can sign final loan documents.

The Final Steps

- **FINAL LOAN APPROVAL** - When all underwriting conditions are satisfied, you will receive final loan approval and your loan will be "clear to close."
- **SIGN LOAN DOCUMENTS** - Your attorney (if applicable), title company or my team will contact you to schedule your signing.
- **FUNDING & RECORDING** - Once your loan funds and the deed of trust is recorded with the County Recorder's Office, you will be the official owner of the property!

 *Congratulations!*

MEET YOUR MORTGAGE TEAM

Mike and Robin Rafii created a team of professionals all working hard toward your mortgage goals!



MIKE RAFII

Regional Sales Manager | NMLS ID# 5341 | MLO ID# 5341 | mike@bayeq.com | 760.822.8813

At The Rafii Group, we believe that getting a home loan should be a comfortable and empowering journey. With more than 30 years in the industry, we aim to provide a **5-Star Experience** from the initial consultation to your loan closing, and beyond. We're with you every step of the way. Thank you for trusting us as your mortgage consultants for life!



ROBIN RAFII

Regional Sales Manager | NMLS ID# 5343 | rffii@bayeq.com | 760.822.8814

A veteran with more than 25 years in the industry, Robin is a key asset to the team as the department manager for processing and underwriting. Her extensive experience as a loan officer enables her to handle complex situations effectively and maintain direct communication with our team.



JEFF CONRAD

Production Manager | jfconrad@bayeq.com | 214.450.7093

With more than 15 years of experience, Jeff brings his expertise to guide you through the entire loan transaction. Working closely with Mike, Jeff is an important extension of the originating team.



SKYLER SHEA

Production Manager | srshea@bayeq.com | 858.500.4163

Skyler works side-by-side with Mike to ensure timely and efficient communication. Working with clients is a privilege, not a right, and no matter the circumstances, we will work to find the most appropriate financing strategy to suit your life goals for many years to come.



RICH SMITH

Production Manager | rsmith@bayeq.com | 760.415.0341

Rich is committed to ensuring a smooth and timely close of escrow. He will inform you of any action required on your part and what to expect next. His many years of experience and hundreds of closings annually provide him with the expertise to direct you along the various milestones of your loan process.



TANYA LEE

Loan Coordinator | tleee@bayeq.com | 858.657.1053

In the industry for more than 15 years, Tanya brings her expertise to guide you through the entire loan transaction. Working as a bridge between Mike and the processing team, Tanya will help everyone put the pieces together to ensure a smooth process.



TAYLOR RAFII

Loan Processor Manager | trafii@bayeq.com | 858.500.4169

Taylor provides clients with updated and periodic information regarding loan applications, gathers necessary documentation, and ensures all documents and signatures are in order prior to submission. Her excellent attention to details and customer service are an asset to the process!



HOME LOANS

bay equity

RAFII GROUP

We're here to get you home.



Not intended to solicit loans in states I am not licensed in. Bay Equity LLC. Equal Housing Opportunity. This is not a commitment to lend or extend credit. Restrictions may apply. Rates may not be available at time of application. Information and/or data are subject to change without notice. All loans are subject to credit approval. Not all loans or products are available in all states. Bay Equity LLC, 770 Tamalpais Dr, Ste 207, Corte Madera, CA 94925; NMLS#76988. NMLS consumer access: nmlsconsumeraccess.org/EntityDetails.aspx/COMPANY/76988. Texas SML Mortgage Banker Registration #76988. Texas Recovery Fund notice, Click Here: texreg.sos.state.tx.us/fids/201203137-2.pdf. Mike Rafii State Licenses: bayeq.us/5341. Robin Rafii State Licenses: bayeq.us/5343. BEKG-250106-1.0