

DOCUMENTATION CHECKLIST FOR PRE-APPROVAL

 1. Quick Loan Application w/ Borrower's Signed Authorization

(* Please hand-sign authorization to enable BlueCrest to order a verification of employment and run your credit report.

 2. Copy of Driver's License, along with (Green Card/PR Card, if applicable)

 3. Preliminary Loan Questionnaire

(* Please fill this out as best as you can as it will give us a better picture of your loan qualification.

 4. Credit Card Authorization Form w/ initials and credit card number

(* If you would like a preliminary breakdown of these fees and charges, please do let us know.

Income and Asset Documentation

 5. 2019 and 2020 W-2's and/or 1099's (Salaried Employment)

 6. 2019 and 2020 Federal Tax Returns w/ schedules, attachments (Self-Employed)

(* If 2020 Tax Returns have not been filed, we will need Proof of Extension, along with 2018 W-2's, 1099's, and 1040's. *We do not need State Tax Returns.*

 7. Fixed Income: SSI/Pension/Disability Award Letter (if applicable)

 8. 2 months most recent Bank statements, along with (401k, savings, stock accounts, IRA's, if available.) Please include ALL NUMBERED PAGES, even if BLANK.

(* If statements are quarterly, please provide most recent quarterly statement.

(* We will need Terms & Conditions of Withdrawal from any 401k, stock, IRA accounts.

(* Online screenshots are not acceptable for your initial application process.

 9. Most recent Paystubs covering 30 days (to show Y-T-D income and taxes)

Property Documentation (if applicable):

 10. Most recent mortgage statements (all properties)

(* Includes additional mortgages such as Equity Lines of Credit, if applicable.

 11. Most recent Homeowners Insurance statement

 12. Most recent HOA statement (if property has an HOA)

 13. Residential Lease Agreement (if property is leased out)

Business Documents (if greater than 25% ownership in a Business):

 14. 2019 and 2020 Business Tax Returns: 1120S, 1120, and/or 1065 Tax Returns with all schedules and attachments

(* If 2020 Tax Returns have not been filed, we will need Proof of Extension, along with 2018 Returns.

 15. Most recent business license covering two years and CPA (or Tax Preparer) contact information.

Once all documents are received, we can begin the process of your PRE-APPROVAL.

If you have any questions regarding the information above or during the loan process, please feel free to reach out to our team.

Thank you for entrusting us with your loan! We've got you covered!

BlueCrest

MORTGAGE

QUICK LOAN APPLICATION

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PROPERTY INFORMATION

Subject Property Address <i>(*) Not required if you are applying for a pre-approval.</i>

Purpose of Loan
Purchase
Refinance:
Rate/Term
Cash Out

Property Type
SFR
PUD
Condo
Multi Unit*
*No. of Units: <input type="text"/>

Occupancy:	Primary	2nd Home	Investment Property
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BORROWER INFORMATION

Borrower	
Name (as shown on your Driver's License):	
Phone Number:	
Date of Birth (mm/dd/yyyy):	
Social Security Number:	
Years in School:	
Marital Status: Married Unmarried Single	Dependents: Ages: <input type="text"/> (separate by commas)

Co-Borrower	
Name (as shown on your Driver's License):	
Phone Number:	
Date of Birth (mm/dd/yyyy):	
Social Security Number:	
Years in School:	
Marital Status: Married Unmarried Single	Dependents: Ages: <input type="text"/> (separate by commas)

Present Address:				
No. of Yrs	<input type="text"/>	Own	OR	Rent

Present Address:				
No. of Yrs	<input type="text"/>	Own	OR	Rent

Mailing Address, if different from Present Address:	

Mailing Address, if different from Present Address:	

Former Address, if at Present Address for less than 2 yrs:				
No. of Yrs	<input type="text"/>	Own	OR	Rent

Former Address, if at Present Address for less than 2 yrs:				
No. of Yrs	<input type="text"/>	Own	OR	Rent

EMPLOYMENT INFORMATION

Borrower

Co-Borrower

Current Employer (Name and Address):
Start Date (mm/yyyy):
Self-Employed? Yes No
Position/Type of Business:
Business Phone:
Job Duration (in yrs and mths):
Years in Line of Work:

Current Employer (Name and Address):
Start Date (mm/yyyy):
Self-Employed? Yes No
Position/Type of Business:
Business Phone:
Job Duration (in yrs and mths):
Years in Line of Work:

If employed in current position for less than 2 years, or if currently employed in more than one position, complete below:

Previous/Other Employer (Name and Address):
Start Date-to-End Date (mm/yyyy):
Job Duration (in yrs and mths):
Self-Employed? Yes No
Position/Type of Business:
Business Phone:
Monthly Income:
Years in Line of Work:

Previous/Other Employer (Name and Address):
Start Date-to-End Date (mm/yyyy):
Job Duration (in yrs and mths):
Self-Employed? Yes No
Position/Type of Business:
Business Phone:
Monthly Income:
Years in Line of Work:

INFORMATION FOR GOVERNMENT MONITORING

The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws.

Ethnicity:
Hispanic or Latino Not Hispanic or Latino

Ethnicity:
Hispanic or Latino Not Hispanic or Latino

Race:
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

Race:
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

Sex:
Female Male

Sex:
Female Male

Preliminary Loan Questionnaire

BORR _____

CO-BORR _____

Agent: _____

In order to better serve you and get you pre-approved in a timely manner, please answer the questions and provide as much information as possible. It is important that you be upfront as any information that is not disclosed may cause delay and other potential problems once you are in Escrow.

	Borrower		Co-Borrower
1 Are you self-employed?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
If yes, (a) do you report your income?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
(b) are you paid as:	<input type="checkbox"/> W2	<input type="checkbox"/> 1099	<input type="checkbox"/> W2 <input type="checkbox"/> 1099
2 How often are you paid? (<i>Borrower</i>)	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Others		
How often are you paid? (<i>Co-Borrower</i>)	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Others		
3 Do you work (<i>Borrower</i>)	<input type="checkbox"/> Year-long? <input type="checkbox"/> Seasonal? If Seasonal, how long is the break? _____		
Do you work (<i>Co-Borrower</i>)	<input type="checkbox"/> Year-long? <input type="checkbox"/> Seasonal? If Seasonal, how long is the break? _____		
4 Do you get annual bonus?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
If so, what is your bonus last for 2 years?	\$ _____		\$ _____

Employment Verification:

()Please verify with your HR office how lender will be able to obtain work and income verification. If they use "The Work Number" then please ask for the **Employer Code** and the **Temporary Salary Key**.*

5 In the last 7 years, have you had one of the following:	<input type="checkbox"/> Short Sale*		<input type="checkbox"/> Short Sale*
	<input type="checkbox"/> Foreclosure*		<input type="checkbox"/> Foreclosure*

Property Address: _____

Date Escrow Closed: _____

()Please provide a letter of explanation on why you had the short sale or foreclosure.*

6 Have you filed for bankruptcy within the last 7 years?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7 Do you want to include property tax and insurance to your loan? (Otherwise known as impounds)	<input type="checkbox"/> Tax	<input type="checkbox"/> Ins	<input type="checkbox"/> Both Tax and Ins
8 Do you intend to occupy the property as your primary residence?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9 Have you owned any property in the last 3 years?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
a. What type of property did you own?		<input type="checkbox"/> PR	<input type="checkbox"/> PR
<i>*PR = primary residence; SH = second home; IP = investment property</i>		<input type="checkbox"/> SH	<input type="checkbox"/> SH
		<input type="checkbox"/> IP	<input type="checkbox"/> IP
10 Do you know if you have pending collections? If yes, what is the status now?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
11 Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
12 Are there any outstanding judgments against you? <i>*Deficiency judgments are court orders where you are personally liable for any unpaid debt. They are often associated with foreclosures when a home's selling price is not enough to cover the loan balance</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
13 Are you a party to a lawsuit?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
14 Are you obligated to pay alimony, child support or separate maintenance?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
15 Are you a co-maker or endorser on a note?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
16 Are you a U.S. citizen?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
17 Are you a permanent resident alien?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

**If yes, please provide your Green card (back and front) along with your Driver's License on submission.*

Borrower Signature Authorization

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

Part I - General Information

1. Borrower(s)		2. Name and address of Lender/Broker BlueCrest Mortgage, Inc. 5822 Charlotte Drive #2301 San Jose, CA 95123 Tel: (650) 656-5646	
3. Date	4. Loan Number		

Part II - Borrower Authorization

I hereby authorize the Lender/Broker to verify my past and present employment earnings records, bank accounts, stock holdings, and any other asset balances that are needed to process my mortgage loan application. I further authorize the Lender/Broker to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a copy of this form will also serve as authorization.

The information the Lender/Broker obtains is only to be used in the processing of my application for a mortgage loan.

Borrower

Date

Borrower

Date

(* This authorization MUST be hand-signed.

Failure to do so may cause potential delays in your loan process.

Once it has been signed, please scan and send back to us for processing.



CREDIT CARD AUTHORIZATION FORM

Subject Property: _____

(if applicable)

Type of Card: _____ VISA _____ MASTERCARD

Name on Credit Card: _____

Phone Number: _____

Billing Address: _____

Card Number: _____

Expiration: _____ / _____ 3-Digit Security Code: _____

By Signing below, I authorize BlueCrest Mortgage, Inc., and/or lender to charge my credit card for the following charges. I am also agreeing not to dispute or cancel this charge.

_____ Appraisal Fee

_____ 3rd Party Employment Verification

_____ HOA/Condo Certification

_____ Credit Report

_____ Evidence of Insurance - Master Insurance

Cardholder: _____

Date: _____

Print Name: _____

The Do's and Don'ts During Your Loan Process

To help avoid any delays with your loan approval, we have created a list of **Do's and Don'ts** for you to follow during your loan transaction to make things as smooth as possible.

We understand that special circumstances might arise during your loan transaction.
Please contact us should you have any concerns or questions.

Very Important!

✓ DO's

- Continue living at your current residence.
- Continue to make your mortgage or rent payments on time.
- Notify your loan officer if you plan to receive gift funds for the down payment of your transaction.
- Notify your loan officer of any current employment changes: promotion, pay increases, etc.
- Continue to use the same insurance company.
- Continue to use your credit card as you normally would.
- Keep copies of all important financial documents: check/paystubs, W-2s, tax returns, bank/investment account statements, rental agreements, etc. Promptly provide all documents requested by your loan officer to avoid any delays.
- For any documents provided, please provide all pages, even in blank.
- Contact your loan officer of any potential changes regarding your employment, credit cards or assets.

✗ DON'Ts

- **DON'T** ~ Make a major purchase (car, boat, etc.)
- **DON'T** ~ Change jobs without consulting your loan officer. Your lender must verify your employment, so it's crucial to maintain employment status.
- **DON'T** ~ Apply for new credit or loans of any kind. Credit inquiries may hurt your credit score, and will have to be explained.
- **DON'T** ~ Max out or Close credit card accounts. This may increase your debt ratio.
- **DON'T** ~ Pay off any collections or charge-offs before consulting your loan officer.
- **DON'T** ~ Consolidate your debt into fewer accounts.
- **DON'T** ~ Start any home improvement projects.
- **DON'T** ~ Move/transfer funds between bank accounts without consulting your loan officer.
- **DON'T** ~ Make any cash deposits or large deposits that are outside of your payroll deposits unless 100% necessary. If you must, save all the documentation showing where the funds came from.
- **DON'T** ~ Co-sign on another person's loan.
- **DON'T** ~ Plan a vacation during your loan transaction without consulting your loan officer.