



STEPS OF YOUR HOME LOAN PROCESS

At Guardian Mortgage, customers enjoy a one-on-one relationship with a trusted advisor who walks them through the home loan process and keeps them informed and up-to-date every step on the way. Here's what that looks like:

- Step 1: Mortgage Pre-Qualification**

Pre-qualification gives eligible customers the likely assurance of a loan, even before choosing the home. This is done by verifying the ability to repay a mortgage and provide the cash needed to close — by reviewing supporting documents for income, assets and credit history. Guardian Mortgage makes a pre-qualification decision based on the application, credit report and financial verification documents provided by the customer.
- Step 2: Considering Your Home Loan Options**

Guardian first verifies the ability to repay the home loan — with consideration to income, assets and credit history. This goes beyond just the actual application to collecting the supporting documents needed to verify the borrower is eligible and qualified for the mortgage, based on lending guidelines. When successful, the loan originator locks in an interest rate for the customer — capping the rate at the percentage.
- Step 3: Processing the Home Loan**

Employment is verified. A residential appraisal is ordered for the property value. Title work is ordered from the title company. Additional documentation and insurance information is collected.
- Step 4: Underwriting the Mortgage**

Using the gathered data, documents and appraisal, underwriters determine whether a home loan presents an acceptable level of risk and meets all required guidelines for the loan program. This underwriting process is broken into the two steps: the conditional approval and the final decision.



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✓ Step 5: Closing Documentation

At this step your mortgage loan file goes through a pre-closing review for quality assurance. The closing instructions are prepared. The homeowners insurance and Tax Certificate are reviewed. The closing date and time are confirmed. The closing documents are created and delivered to the title company.

✓ Step 6: Home Loan Closing

The borrower receives an approved HUD-1 Settlement Statement 24 to 48 hours before close. The customer, a title company representative, and the Guardian Mortgage loan originator meet to sign and make copies of the mortgage loan documentation. A cashier's check or wired funds are sent to the title company to fund the loan.

✓ Step 7: Mortgage Loan Servicing

As you make timely payments, sit back and relax as we take care of the administration aspects of your home loan. We take care of the other details — such as maintaining accurate records of the loan balance, collecting escrow funds to pay property taxes and insurance, sending you the tax and interest statement (1098 Statement) for taxes, and much more. If you have a question, give us a call at 800.331.4799.