



## Expedite the Loan Process/Actions that Can Jeopardize

1. Please return the call or get requested information/ documentation to Back Bay Funding as soon as possible. There are times that your loan file cannot move along until we have a simple answer.
2. During the loan process, please do not incur any new debt or take on any major financial commitments without talking to us first. Do not co-sign for anyone else's debts, etc. The last two things a lender typically does before funding your loan are: a) call your employer to confirm you are still employed; and b) pull one more credit report to make sure you are still paying your bills on time and that you have incurred no new debt.
3. Pay all of your debts on time. Any late payments after a loan approval can void the approval.
4. DO NOT change employment without talking to us first. We need to make sure that the change is documented correctly, so it will not have a negative impact on getting your loan. In some cases, even if you will be making more money at a new position, it can cause your loan approval to be revoked and make it difficult to get a new loan.
5. DO NOT move large blocks of assets ( stocks, bonds, mutual funds, CD's, checking, savings accounts, etc.) without thorough documentation. You will need to keep copies of all statements from the old and new accounts, copies of the checks or transfers to the new accounts and copies of the deposit receipts into the new accounts - If you cannot provide a proper paper trail, the lender may not recognize the assets and your loan approval could be withdrawn.
6. If you receive any gift funds or bonuses or make any other deposits that are larger than a normal paycheck, THOROUGHLY document this transaction as well. Keep copies of any and all checks and deposit receipts and know that the party you receive the money from may also have to verify the reason that it was given.

By signing below you acknowledge that you have read and understood the preceding information and understand that your failure to perform can jeopardize any loan approval and may significantly alter the rates and terms of your loan approval. If you cause your loan approval to be voided and we are unable to obtain a new approval you may also lose any deposit monies on the property, as well as deposits for any options and/ or upgrades that you have selected.

Acknowledged:

_____	_____	_____
Borrower Signature	Print Name	Date
_____	_____	_____
Borrower Signature	Print Name	Date