

## The Loan Process

Gary Welch Home Loans works diligently to ensure that the loan process is simple and the closing is smooth. With their **service, experience** and **expertise**, you will **S.E.E.** the difference!

### The Team

Through each step of the loan process, a specified team member uses their particular expertise to guide and assist you. The names and responsibilities of the professionals involved in the process are listed below.

#### **Gary Welch**

*Vice President*

770-888-2232 Phone

404-561-4564 Fax

[gary@garywelchhomeloans.com](mailto:gary@garywelchhomeloans.com)

Gary reviews your personal information and provides expert advice on creating the most comprehensive mortgage package that gives you the right down payment, the right monthly payment and the best tax advantage.

#### **Allison Hamil**

*Loan Officer Assistant*

404-303-2584 Phone

404-954-3141 Fax

[allison.hamil@suntrust.com](mailto:allison.hamil@suntrust.com)

Allison collects your personal documents, builds your loan file, and secures your rate.

#### **Amy Priester**

*Mortgage Loan Coordinator III*

404-497-0059 Phone

404-954-3061 Fax

[amy.priester@suntrust.com](mailto:amy.priester@suntrust.com)

Amy processes the loan file after it is underwritten and schedules the closing.

#### **Channon Weeks**

*Sales and Marketing Administrator*

404-303-2624 Phone

[channon.weeks@suntrust.com](mailto:channon.weeks@suntrust.com)

Channon is always available to answer questions and help you get in touch with any member of our team.

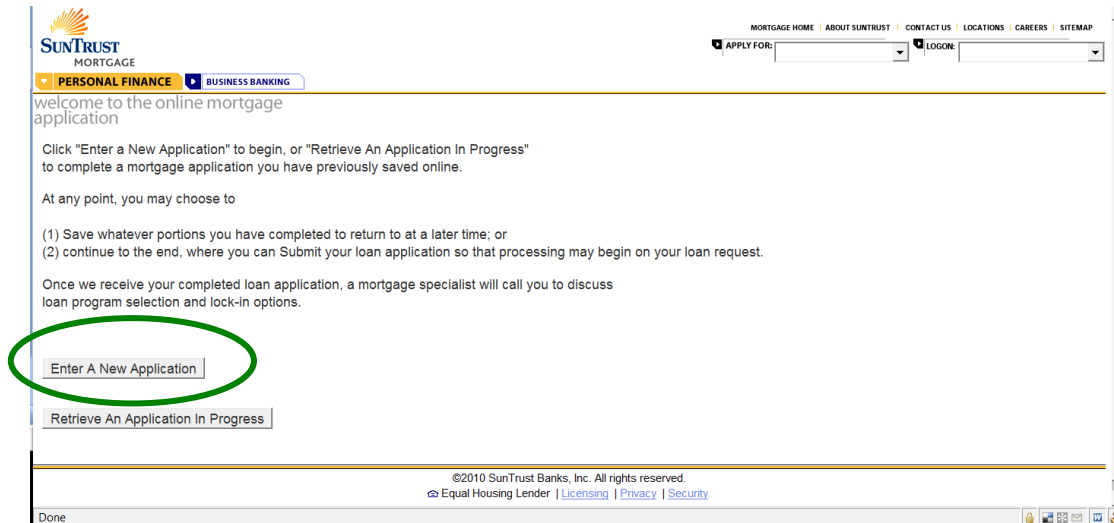
Throughout the process, Gary will be available to answer questions; however, each member of the team is empowered to assist you. We are here to deliver **world class service** during this very important time so that you are able to relax and let us handle the details of financing your home.

## The Process

### Step 1

The **first step** is completing your personal information. The quickest, most secure method of providing your information is through SunTrust's convenient online application. Simply go to [www.garywelchhome.com](http://www.garywelchhome.com) and click the "**Apply Now**" button on the left of your screen.

You will be taken directly to SunTrust's online application. Click "Enter a New Application" to begin (see image below).



To build the best loan program for your needs, please take the time to complete each item as accurately as possible.

Once you have completed the form, click "SUBMIT" and **Gary** will be notified that your information is ready for review.

### Step 2

**Gary** personally reviews your information and sets-up a time to call and discuss the specifics of your home financing needs.

### Step 3

Once the right loan program has been chosen, we need to obtain copies of your personal documents to support the information you provided on the internet submission.

In order to better serve you, we have provided a checklist of the items needed for your loan application:

#### **Items needed for Loan Application**

- Sales contract signed by purchaser and seller
- If renting, landlord's name & phone number for past two years
- Copy of 1 month current pay stubs (2) - Gross monthly income
- Copy of most recent 2 years W-2's
- Copy of most recent 2 years completed tax returns with schedules
- Copy of most recent 2 months statements from all asset accounts (checking, savings, money market, brokerage, etc.)



- Copy of most recent retirement plan statement
- \$375.00 check for credit report and appraisal fee
- Other items that may be required:
  - Contract for sale of current residence
  - Copy of closing statement on your previous residence if closing occurred within last two years
  - Certification of disability, retirement or Social Security income
  - Copy of Divorce Decree
  - If Self-employed or own 25% of company you must provide two years business tax returns and a year-to-date profit and loss statement
  - Warranty or Security Deed

Please fax or deliver your items to **Allison** as quickly as possible. The faster we are able to obtain all the documents on the list, the faster we will be able to get your application approved.

#### Step 4

Once your information is received, **Allison** submits your file to a SunTrust set-up team who then orders the appraisal and title.

#### Step 5

**Allison** sends an email attachment or fax with your loan documents which includes your Good Faith Estimate\*, appraisal, rate, etc.

*\*The Good Faith Estimate (GFE) is based on sales price of your home and does not include any property specific fees such as Home Owners or Condo Association Fees, etc.*

If you have any questions about the paperwork, interest rate, or the required documentation **in Steps 3 - 5**, please contact **Allison** directly. Her knowledge of your files allows her to provide you the fastest service during this stage of the loan process.

#### Step 6

You will receive a package of information for you to keep as well as some important documents that need to be signed and returned. Please verify with **Allison** that you have received the package and sign and initial the appropriate paper work in **blue ink**.

Once you have signed the loan documents and Good Faith Estimate, you may fax them back to **404-954-3141**.



#### Step 7

Next, your file is reviewed by **underwriting** who adds conditions and approves the loan.

#### Step 8

After underwriting, **Amy** processes the file. Please note that she may need to contact you for additional documentation once she reviews the underwriter's comments.

Prompt receipt of any additional paperwork will enhance Amy's ability to get you to the closing table in a timely fashion.

### Step 9

Once the file is complete, **Amy** schedules the closing.

If you have any questions about the processing of your loan, please contact **Amy** directly. She has the knowledge and expertise to provide the fastest, most accurate answers during this stage of the loan process.

### Delivering a World Class Closing:

It is our job and our pleasure to ensure all your needs are met prior to the loan closing. If you have any **special requirements** such as *Power of Attorney, title held in trust, etc.*; please contact any of our **team members**. By notifying us of your needs as soon as possible, we can proactively prepare and make the proper arrangements so that your closing will go as smooth as possible.

As a result of recent changes in the financial and banking markets, many law firms have altered their procedures for funds for closing (wire transfers, source of funds, subordination agreements, etc.). For example, many firms now require all funds for closing to be delivered by **wire transfer** and will no longer accept **certified funds, cashier's checks, etc.** We want to make sure you are properly prepared for your closing and that there are no surprises! So, please **contact your closing attorney directly** to verify how their firm handles funds for closing and to obtain the necessary wiring instructions.

### Other important information:

#### **Mortgagee Clause**

You will need to contact your insurance agent about your homeowner's policy. They will need our Mortgagee Clause:

SunTrust Mortgage Inc.  
ISAOA  
PO Box 57028  
Irvine, CA 92619-7028

#### **Directions to Office**

SunTrust Mortgage, Inc.  
5775-C Glenridge Drive, Suite 200  
Atlanta, GA 30328

If you need directions to our office, please [click here](#).

If you have trouble with the link, simply go to [www.garywelchhomeloans.com](http://www.garywelchhomeloans.com) and click on "Get Directions" on the left hand side of the screen.

### **What to Bring to Closing**

- Certified Funds
- Photo ID
- 1 Year Home Owner's Policy

We thank you in advance for your cooperation and for opportunity to serve you. We appreciate your business!

If you know of anyone else we can help with their home financing needs, please provide their contact information by going to [www.garywelchhome loans.com](http://www.garywelchhome loans.com) and clicking the "Refer a Friend" button on the left-hand side of the screen. We would be happy to provide them the best service imaginable.

