



Owner Finance Network  
UNDERWRITING SERVICES

# UNDERWRITING INSTRUCTIONS

## FOR BUYERS/BORROWERS

### STEP 1: AUTHORIZATION

Fill out and sign Borrower Authorization Form. Fill out the Uniform Residential Loan Application also known as URLA and most commonly known as 1003. This step authorizes OFN Underwriting to begin processing and run your credit. You can complete this step online at [theOwnerFinanceNetwork.com/1003-application/](http://theOwnerFinanceNetwork.com/1003-application/)

### STEP 2: SIGN INITIAL DISCLOSURES

Once your Lender approves preliminary documents, you will receive disclosures for signature through DocuSign. The disclosures are for you to review and ensure you understand your loan terms and the transaction. Also, this step protects you to make sure there are no surprises at closing unless agreed upon between you and your Lender. (If you need to sign disclosures in person, you must make an appointment.) One of the most important documents you need to review is the Loan Estimate.

### STEP 3: SUPPORTING DOCUMENTATION

After you sign the initial disclosures, we need your supporting documentation to verify the information in your application. Please see attached document checklist. If there is something from that list you cannot provide, please let us know. With your documents, we request your \$450 non-refundable application fee (Total Underwriting Fee is \$1,150). We currently only accept credit card or debit payments. Online service charges are \$15. You will be charged \$450 + \$15 service fee.

### STEP 4: FINAL APPROVAL

We will provide a final packet to your Lender when we have received all the necessary supporting documents from you. Please note, your Lender is the final approving authority. OFN Underwriting is NOT YOUR LENDER. We are a third party underwriting service. If your loan is approved by the Lender, you will coordinate closing date & time with your Lender/Seller and the Closing Agent. We are not your closing agent. Make sure you shop for Homeowners Insurance and provide a copy to your Lender and Closing Agent

### IMPORTANT TIME FRAMES

You must receive a Loan Estimate within 3 business days of submitting a complete application. There is a mandatory 7-day waiting period from delivery of the Loan Estimate and initial disclosures before a loan can be consummated/closed.

[www.TheOwnerFinanceNetwork.com](http://www.TheOwnerFinanceNetwork.com)



# 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)	
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 Signature: _____	Date: _____
Print Name: _____	Date of Birth: _____ SSN/ITIN: _____
Email Address: _____	Contact Number: _____
Borrower Signature: _____	Date: _____
Print Name: _____	Date of Birth: _____ SSN/ITIN: _____
Email Address: _____	Contact Number: _____
Borrower Signature: _____	Date: _____
Print Name: _____	Date of Birth: _____ SSN/ITIN: _____
Email Address: _____	Contact Number: _____
Borrower Signature: _____	Date: _____
Print Name: _____	Date of Birth: _____ SSN/ITIN: _____
Email Address: _____	Contact Number: _____

Calyx Form - bsa.frm (10/2013)

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# DOCUMENTS REQUIRED FOR UNDERWRITING

## DOCUMENTOS REQUERIDOS PARA EL PROCESAMIENTO

### ITEMS NEEDED (WITH PAYSTUBS)

#### REQUISITOS (SI TIENES TALONES DE PAGO)

- Last 30 days paystubs. | Talones de pago últimos 30 días.
- Last 2 months bank statements (all pages). | Estado de cuenta últimos 2 meses (todas las páginas).
- Last 2 years of tax returns. | Últimos 2 años de declaraciones de impuestos.
- Last 2 years of W2's. | Últimos 2 años de W2's .
- Driver's License or Passport. | Licencia de conducir o pasaporte.
- Social Security card or ITIN #. | Número de seguro social o número de ITIN.
- Alternate Credit (Electric, gas bill or cable bill). | Crédito alternativo (Luz, agua, gas o cable).
- Proof of Funds and Other Income | Prueba de Fondos y otros Ingresos

### ITEMS NEEDED IF SELF-EMPLOYED (WITHOUT PAYSTUBS)

#### REQUISITOS PARA AUTOEMPLEADOS (SI NO TIENE TALONES DE PAGO)

- 6 Months business bank statements (all pages). | Estado de cuenta de negocio 6 meses (todas las páginas).
- 6 months personal bank statements (all pages). | Estado de cuenta personal 6 meses (todas las páginas).
- Last 2 years of tax returns. | Últimos 2 años de declaraciones de impuestos.
- Last 2 year's 1099's. | Últimos 2 años de 1099.
- Driver's License or Passport. | Licencia de conducir o pasaporte.
- Social Security card or ITIN #. | Número de seguro social o número de ITIN.
- Alternate Credit (Electronic, gas bill or cable bill). | Crédito alternativo (Luz, agua, gas o cable).
- Verification of Employment Letter | Carta de verificación de empleo
- Proof of Other Income | Prueba de Otros Ingresos
- \$450 application fee. You will be charged \$450 + a \$15 processing fee (collected after intent to proceed is signed)  
Tarifa de solicitud de \$ 450. Se le cobrará \$450 más \$15 para procesar el pago (se cobra después de firmar la intención de proceder)

Documents are collected after application and disclosures have been signed. It is imperative to gather documents in a timely manner. You can email or fax a copy of your documents. If you want to drop off copies in person, you must make an appointment. **NOTE: OFN UNDERWRITING IS NOT YOUR LENDER. WE ARE A THIRD PARTY UNDERWRITING SERVICE.** | Los documentos se recopilan después de la solicitud y se firman las divulgaciones. Es imperativo reunir todos sus documentos de manera oportuna. Puede enviar por correo electrónico o fax una copia de sus documentos. Si desea dejar copias en persona, debe hacer una cita. **TENGA EN CUENTA QUE OFN PROCESSING SERVICES NO ES SU PRESTAMISTA. SOMOS UN SERVICIO DE PROCESAMIENTO DE PRÉSTAMOS DE TERCEROS.**

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