



# Hello, welcome to Guild Mortgage.

Your homebuyer's guide to the financing process



**TOP 1%**  
MORTGAGE ORIGINATORS  
In America 2021



Closing loans and opening  
doors since 1960

**Guild**  
mortgage  
OWN WHAT MATTERS

# HEY, I'M ERICA.



**Guild**  
mortgage

## It's nice to meet you.

In today's real estate market, it's not enough to just get the job done, but go the extra 10% above and beyond. Without a doubt it is imperative to work with a licensed professional who can clearly lay out the options available to you; and explain the positives and the negatives of the particular program you are applying for. Our industry has gone through, and is still currently going through, many changes; but you can count on me to stay up to date with relevant changes that impact our industry.

# The Erica Davis Team

The Davis Team is committed to providing an excellent lending experience. Whether we are working toward a home purchase or refinance, we will partner with you to ensure the process is tailor-made for your needs.



**Erica Davis**

Branch Manager | NMLS #992801

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# Testimonials



The biggest compliment we can receive is a referral to your friends and family.



## Erica and her team did an awesome job

helping my fiancé and I, who were first time homebuyers, through the process. They made it seem quick and easy and were always willing (and available) to answer any questions we had. They helped us choose the best scenario based off what was important to us and worked to help us close in 30 days!

— Colleen M.

## I will recommend Guild to anyone

buying or refinancing their home. The team at guild all work together to ensure a stress free experience for there clients. They are just great at what they do. Thank you guild!"

— Mitch C.

## Exceptional team,

service, and experience from start to finish.

— Andrew W.

## Wonderful, wonderful, wonderful...

The entire experience was done with total ease. The staff was knowledgeable, friendly, and experienced. I would and will recommend guild to all who need a mortgage or refinance.

— Robert H.

## Guild Mortgage, Erica, and her team in particular are the best!

I have used them now for multiple purchases, re-finances, business transactions and for family. Every time I go back I remember why. The process is smooth, easy and extremely personable. Erica and her team are always there for my questions and concerns! They come highly recommended!"

— David B.

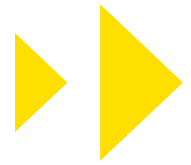
## Erica was amazing

throughout the process! She gave updates frequently and made a stressful process like smooth sailing! I highly recommend Guild Mortgage and their team!

— Kayla C.



# Homebuying process



Buying a home is exciting, but the loan process can seem overwhelming. That's where we come in, to help ease your mind at every step. Here's an overview of what to expect along the way.

## Pre-approval

Complete a loan application



Get pre-qualified for a ballpark loan amount



Provide financial documentation



Get pre-approved for a specific amount



## Find your home

Hire a real estate agent



Sign a sales contract for the property



Sign your loan disclosures within 24 hours



Attend the home inspection or review report



## Own your home

Guild Mortgage orders the appraisal\*



Your loan is approved and you sign the closing disclosure\*\*



Sign loan docs and loan closes



Get your keys and celebrate



\* An appraisal normally takes up to two weeks from the time it is ordered until the report is received.

\*\* You are required to sign the closing disclosure by midnight of the same day it is issued.

# Who's who in homebuying



## **Loan Officer**

Walks you through your loan options and assists in gathering the documentation needed to get you pre-qualified



## **Mortgage Lender**

Reviews your financial documents and underwrites the loan



## **Real Estate Agent**

Helps you find the right home and is the liaison when you make an offer



## **Insurance Agent**

Identifies a homeowner's insurance plan that best suits you



## **Title & Escrow Officers**

Checks the history of the property deed for accuracy, holds the deposit, and acts as closing agent



## **Inspector**

Evaluates the property for damage or potential issues and provides a report detailing their recommendations



## **Appraiser**

Estimates the market value of the home



# Step 1: Preapproval

Everything you need to  
get you through the  
pre-approval process

**Guild**  
mortgage

# Tips for new buyers



Being prepared is really helpful when you're getting ready to buy or refinance. Here are the key things to keep in mind.



## Get prequalified.

It's time to talk to a lender. Pre-qualification will give you a ballpark figure of how much house you can afford.



## Establishing housing criteria.

Once you have a budget, it's time to make a list of what you need and want in a home.



## Get preapproved.

This is the official letter from your lender confirming they will finance your loan. Many sellers look for borrowers who are pre-approved.



## Hire an agent.

An agent can help you navigate the entire process from searching for a home and putting in an offer, to hiring an inspector and general contractor.



## Think about affordability.

Just because you may be pre-approved for \$300,000 does not mean you want to max out your budget.



# Fast and easy preapproval!

Start your application over the phone or online. Once it's received, we'll need a few documents from you. You can submit these electronically, by fax or by scheduling an appointment so we can take copies.

## Documents needed

- Paystubs for the last 30 days
- W-2s and 1099s for the last 2 years
- Federal income tax returns for the last 2 years, including all schedules and attachments
- Government-issued photo ID and if applicable, resident alien card
- Last 2 bank statements for all bank accounts (borrower and co-borrower)
- Last 2 investment account statements (borrower and co-borrower)

Please provide all statement pages, even if blank.

### If applicable:

- Gift funds:** gift letter/documentation
- VA applicant:** provide DD-214 if discharged, or statement of service if active duty
- Divorced:** divorce decree or legal separation agreement
- Paying or receiving child support:** copy of court order and proof of payments
- Bankruptcy in last 7 years:** complete copy of bankruptcy papers, including schedule of debtors and discharge
- Foreclosure or short sale in past 7 years:** provide complete property address of foreclosure/short sale
- On an IRS repayment plan:** copy of plan
- Retired:** award letter or retiree statement for any Social Security, retirement or pension income; last 2 years of 1099s

### Already a homeowner? If so, please provide:

- Current mortgage statement
- Current property tax bill
- Recent homeowners insurance statement
- Recent HOA statement

### If renting, please provide:

- Lease agreement
- Last 2 years of rental/landlord history

### If self-employed:

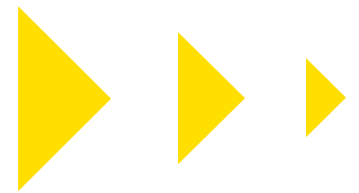
- YTD profit/ loss statement
- Balance sheet
- Last 2 years of business tax returns

## We are totally digital!

Upload all your documents directly to our digital mortgage platform, MyMortgage. There may be more documents that we need during the course of your loan. We will reach out based on your situation.

\* The items above will not inhibit you from starting the loan process.

# Loan lingo



Terms	Definition
<b>Adjustable-rate mortgage (ARM)</b>	A loan with an interest rate that will adjust at some time during the term of the loan
<b>Annual percentage rate (APR)</b>	The cost to borrow money expressed as a yearly percentage—including the interest rate plus other charges or fees
<b>Appraisal</b>	A report that provides an estimate of a property's value
<b>Closing costs</b>	Expenses above and beyond the price of the property (e.g., loan origination fees, discount points, appraisal fees, title searches, title insurance, surveys, taxes, deed-recording fees, etc.)
<b>Closing disclosure (CD)</b>	A document that shows the actual terms and costs of a loan and the projected monthly payment
<b>Debt-to-income ratio (DTI)</b>	Your monthly debt divided by your gross monthly income
<b>Discount points</b>	Interest paid by the borrower to lower the interest rate on the loan
<b>Earnest money</b>	Money a buyer pays the seller to show that they're serious about purchasing the property
<b>Escrow</b>	Also called an impound account, it spreads the combined mortgage costs, property taxes and insurance premiums over the life of the loan into monthly payments
<b>Fixed-rate mortgage</b>	A mortgage that has the same interest rate for the entire term of the loan
<b>Home inspection</b>	A visual examination of a property to determine its condition and to report any repairs needed for a mortgage
<b>Loan estimate (LE)</b>	A document that provides mortgage fee estimates for borrowers during the application process
<b>Loan-to-value (LTV)</b>	Indicates the ratio of the loan amount to the appraised value of the property
<b>Mortgage insurance (MI, MIP, PMI)</b>	Insurance required by some loan programs when the down payment is less than 20 percent of the home's value
<b>Pre-approval</b>	Provided by a lender who has reviewed a borrower's financial documentation and provided a max loan amount
<b>Pre-qualified</b>	A ballpark estimate provided by a lender after discussing a borrower's financial situation
<b>Recording</b>	A formal record of ownership called "the deed", which transfers title and ownership of the property to the purchaser
<b>Underwriting</b>	Final evaluation of the documents needed to secure a loan

# House hunting checklist

Find a home that meets your needs.

## Property

Address \_\_\_\_\_ Sq. Footage \_\_\_\_\_

# of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_ # of Floors \_\_\_\_\_ Listing Price \_\_\_\_\_

<b>Amenities &amp; Features</b>	Great	Good	Poor	N/A	<b>Exterior</b>	Great	Good	Poor	N/A
Home Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Foundation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Floor Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Garage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Room Sizes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Driveway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Living Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Walkways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dining Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Windows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Doors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shed/Workshop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Siding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pool/Hot Tub	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Roof	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fireplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chimney	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					Gutters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Major Home Systems</b>	Great	Good	Poor	N/A	Yard Size	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plumbing/Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Privacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electrical/Gas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
A/C/ Heating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Curb Appeal</b>	Great	Good	Poor	N/A
Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Front Lawn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					Back Lawn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Interior</b>	Great	Good	Poor	N/A	Landscaping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flooring & Stairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walls & Ceilings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sprinklers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bathrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Closets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Location Features</b>	Great	Good	Poor	N/A
Ceiling Fans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work (mileage)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attic/Basement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	School (mileage)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Shopping (mileage)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	School System rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appliances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Cabinets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Additional Notes</b>				

# Loans to fit your life



A mortgage properly tailored to your needs becomes an instrument that enables a whole new life. That's why we offer a wide array of loan products to fit individual borrower situations, including first-time homebuyers, military families and rural residents. We also offer many state housing programs that provide down payment assistance.

## Our loan options include:

### Conventional

- Credit scores as low as 620
- Up to 97% loan-to-value
- Primary residence, vacation home and investment property options

### FHA

- Credit scores as low as 540\*
- Up to 96.5% loan-to-value
- FHA-approved condos; including single unit approvals

### VA & USDA

- Credit scores as low as 540
- 100% financing available

### Jumbo

- Credit scores as low as 680
- Up to 89.99% loan-to-value with no MI
- Loan amounts up to \$3M
- Primary residence and second homes and investment property options
- Purchase, rate and term and cash-out refinance

### Alternative options

- Down payment assistance
- Manufactured homes
- Renovation loans, including FHA 203(k) and FNMA HomeStyle Renovation
- Energy efficiency programs, including FNMA & FHA Solar
- FHA Zero Down program
- StrongStart program
- Bridge loans
- Lock and Shop

\*Credit scores for FHA loans from 540-579 have minimum loan-to-value of 90%



# Homebuying tips



Being prepared is really helpful when you're getting ready to buy or refinance. Here are the key things to keep in mind.

## Dos



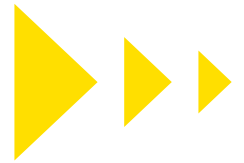
- ✓ Do make sure your employment, asset and personal information is correct on your loan application.
- ✓ Do be prepared to account for non payroll deposits into each account you plan to use toward your transaction.
- ✓ Do respond to any requests promptly as there are more requests that come from not just the LO.
- ✓ Do continue to make all of your payments on time.

## Don'ts



- ✗ Don't apply for any new credit or financing of any kind. Don't co-sign on a loan, either.
- ✗ Don't have any inquiries made on your credit report.
- ✗ Don't raise red flags to the underwriters—such as co-signing on another person's loan or changing your name and address.
- ✗ Don't make changes to your name, address, job or income. Now isn't the time to join the circus.
- ✗ Don't spend your closing costs.

# Closing time



Start your application over the phone or online. Once it's received, we'll need a few documents from you. You can submit these by email, fax or by scheduling an appointment so we can make copies.

## Put your home loan on the Fast Track

We know how frustrating it can be to spend your time digging up documents when you'd rather be picking out paint colors. Fast Track lets you minimize the paper chase and enjoy a streamlined and transparent process that saves you time and gets you closer to home, faster.\*

### Fast Track gives you:

- ✔ Easy upload of income, employment and asset documentation
- ✔ Accurate financial verification in minutes
- ✔ Mobile-friendly, real-time access
- ✔ Faster closing time

Get closer to home, faster. Let's talk.



\* Available only for Conventional Conforming Loans.

# Authorization



Streamline your loan authorization process.

**After starting the loan process, you'll receive an email titled "Electronic Consent." By granting consent, you'll be able to receive loan info via email.**

## Electronic Consent

Through DocuSign, you'll be able to receive and sign disclosures, your loan estimate, and most closing documents with a few clicks.

**You can even do it from your smartphone!**



## Account Check™ by FormFree

You'll be able to take advantage of AccountChek, an optional, 100% secure program that allows you to provide bank information by simply logging in to your online banking platform and granting us access to only the documents necessary to process your loan.





# Acceptable sources of funds to close

## Fund types

### Earnest money deposit

Earnest money is a deposit made to a seller showing the buyer's good faith in a transaction. With earnest money, we need a copy of the check and proof that it cleared your account. Earnest money must be taken from an account that we have verified via bank statements. We'll need 60 days or all pages of bank statements for two full months.

### Checking/savings/money market/ investment accounts

We'll ask you for a bank statement with all pages covering a 30-60 day time period. If there's a joint person on the account, we'll need a letter that our borrower has access to all of the money in the account.

If there are deposits on the statement that are anything but payroll deposits, we may need to "source" these deposits, which means we'll need to know where the money came from. We'll likely need copies of any non-payroll check(s).

### Co-mingling of business and personal accounts

Please talk to us about this. Business accounts are not always your money to spend.

### Stock liquidation, 401(k) loans, proceeds from a secured line of credit

We'll ask you for a statement showing the amount available before the transfer, proof of sale of stock, amount of loan, and then a copy of the front of the check and/or transfer into your checking/savings accounts. We need to see payment terms on a line of credit to calculate the payment on that loan.

### Proceeds from the sale of other real estate

We'll ask you for a copy of the final HUD Settlement Statement from that sale and the deposit of those funds into your account.

### Gift from close relatives

We'll ask you to have them sign our Gift Letter form. We'll also ask for a copy of the cashier's check or a copy of the wire from their account (with their name referenced) and in the exact amount matching the Gift Letter form. We need proof of the deposit into the account or the wire to escrow at closing. Not all relatives qualify for gift giving in real estate transactions. Ask us for details.

The items above will not inhibit you from starting the loan process. (19-1522)









### Unacceptable sources of funds to close

- Cash on hand
- Cash proceeds from an unsecured loan
- Non-vested stock options
- Custodial funds
- Trade equity funds
- Loans from family members



# What drives mortgage rates?

Here are 6 main factors that affect home loan rates.

	Rates go up	Rates go down
 <b>Economic data</b>	Non-farm payrolls higher than expected Unemployment rate goes down Better than expected economic data	Jobs data stagnant or in decline Manufacturing stagnant or slowing Housing weaker than expected
 <b>Geopolitics</b>	China's GDP improves Middle East tensions ease	European economy sinks Conflicts or acts of terror
 <b>Inflationary pressure</b>	Higher consumer price index Higher wholesale prices Hourly earnings higher	Lower consumer prices Lower wholesale prices Hourly earnings lower
 <b>The Federal Reserve</b>	Mortgage rates fluctuate when the market reacts to economic announcements and stocks and bonds move, but it's impossible to accurately predict short-term interest rate changes	Adding cash into the monetary system creates a looser credit environment in an attempt to stimulate the economy through borrowing and expansion
 <b>Stock market</b>	Stock market on the rise	Stocks in decline
 <b>Global events</b>	A serene landscape around the globe with little catastrophic weather or events	Hurricanes, typhoons, tsunamis and earthquakes

\*Information is for general illustrative purposes only. The information is believed to be reliable, but Guild Mortgage does not warrant its completeness, timeliness or accuracy. Guild Mortgage assumes no responsibility for errors or omissions in the information provided.

# Homebuyer Protection

Guild now offers a Homebuyer Protection program that protects **your rate, earnest money and closing date.**



**We'll mind the details so you don't have to.**

## Lock & Shop\*

- Lock your rate and start shopping.
- If you are worried about your rate, we've got you covered with a 90 day lock.
- If rates go up, your rate stays the same. If rates go down, take advantage of current market rates.

## Credit Approval Protection\*

- Shop with confidence.
- We stand behind our credit approvals.
- We will pay up to \$5,000 in earnest money and \$1,000 for inspection and appraisal fees if we can't close your loan, due to our error.

## The Homebuyer Express Guarantee\*

- Never worry about your closing date.
- We guarantee we will close your loan within 17 days of your purchase contract, as long as you are Credit Approved prior to making the offer.
- If we miss your closing date, we will credit you \$500 in closing costs.

\*Subject to requirements listed in the program terms and conditions on the back page and online at [www.guildmortgage.com/cap-hbe-terms/](http://www.guildmortgage.com/cap-hbe-terms/). Homebuyer Express Guarantee not available in Oregon.

## **GENERAL TERMS AND CONDITIONS (APPLICABLE TO ALL PROGRAMS):**

1. This is not a mortgage loan approval nor a commitment to lend, and is subject to the customer satisfying all underwriting guidelines and loan approval conditions, including identifying a property that is acceptable collateral to Guild Mortgage (“Guild”) and satisfying all appraisal and title requirements.
2. This only applies to loans to be funded (Lock and Shop and CAP) or funded (HBE) by Guild using conventional, FHA and VA loan programs for one to four family dwelling units only and excludes second liens, investment properties, refinance loans, renovation loans, non-purchase money home equity lines of credit, interim construction loans or other temporary financing, loans brokered to or by Guild, loans involving short sales, or any other purchase contract that requires the approval from a third party (e.g., a lender, relocation company, etc.). High balance loans are excluded from the Lock and Shop Program.
3. All payments are subject to maximum allowable lender credit and minimum contribution requirements under applicable loan programs (e.g., FHA, VA, Fannie Mae, Freddie Mac, etc., program guidelines). FHA and Rural Development regulations require a minimum cash investment by the borrower, which may limit the amount of any lender credits or payments by Guild under these offers.
4. Unforeseen circumstances adversely affecting the ability to perform will void Guild’s obligations under the Program (natural disasters, inclement weather, catastrophic event, or other major event beyond Guild’s control). Applicable law or investor requirements may impose a required waiting period prior to closing, including but not limited to a waiting period due to re-disclosure of updated loan, or TRID (TILA / RESPA Integrated Disclosure Rule) or Real Estate Settlement Procedures Act disclosure information, or delivery of an appraisal or appraisal addenda, and that waiting period may prohibit us from closing on the set closing date.
5. Guild reserves the right to amend or terminate these offers at any time except as to qualified home purchasers with submitted applications prior to the date of the amendment or termination. The offers are not transferrable or assignable.
6. All payments, if applicable, made under these offers shall be the only recourse and obligation of Guild. Any other indirect, special or consequential damages due to Guild’s failure to timely close a loan are hereby disclaimed.
7. If Guild does not perform and does not proactively provide any credits or payments required under the applicable program, you must request the funds within 90 days from closing. Any payment made under the guarantee will be reported to the IRS on Form 1099-MISC. Please consult your tax advisor regarding any tax implications.
8. These offers only apply to purchase loan applications received by Guild after April 15th, 2019.

### **Lock and Shop:**

1. Lock and Shop Program (“Program”) will lock your initial interest rate for up to 90 days. To be eligible for the Program, borrower must complete a loan application with Guild. No property address is required when completing the application.
2. Borrower must supply the fully executed purchase and sales contract within 45 days of participating in the Program.
3. There is a \$500 up-front lock-in fee (“Fee”) associated with this Program due at time of lock. The Fee may vary based on market volatility. The Fee is applicable at time of funding. If the loan does not fund, the Fee is forfeited. The Fee is non-refundable in the event of underwriting denial or Guidelines Changes. However, in California and Missouri, if the loan is denied through no fault of borrower (e.g. borrower did not make any omissions or representations and did not qualify), Borrower is entitled to a refund of the Fee.

### **Credit Approval Protection (CAP):**

1. Credit Approval Protection covers the preapproval of the borrower’s credit package. Credit Approval Protection and/or Closing Costs Protection (collectively the “guarantee”) will apply only if there are no material changes in the borrower’s application or credit status from the date of preliminary credit approval through closing. Material changes include changes in underwriting guidelines, the loan amount or loan product, loss or change of employment or income, undisclosed liabilities or increases in debt, fraud, misrepresentations or material omissions in the loan application and supporting documents.
2. Employees of Guild or its affiliates and their immediate family members are not eligible to participate in the program.

### **HomeBuyers Express (HBE):**

1. To be eligible for HBE, Borrower must complete a loan application with Guild Mortgage (“Guild”) and receive Credit Approval prior to executing a purchase and sales contract. Credit Approval must be obtained within 60 days of the date of the fully executed purchase and sales contract.
2. Borrower must supply the fully executed purchase and sales contract within 72 hours of the fully signed purchase and sales agreement; no later than fourteen days prior to closing.
3. All additional documentation, requested after the initial collection of data, must be provided within 48 hours of the request. You must lock your loan with Guild at least 15 days before the purchase and sale closing date. Any client, seller or third party delays, either through their actions or omissions, will void the guarantee (e.g., being out of town or otherwise unavailable, not providing requested documentation, change in the loan amount, program, down payment or terms, not timely signing of loan and closing documents, etc.)
4. The guarantee is not valid if applicable law imposes a required waiting period prior to closing, including a waiting period due to redisclosure to you of updated loan information, and that waiting period prevents Guild from closing on time.
5. Employees of Guild or its affiliates and their immediate family members are not eligible to participate in the program.

# Lock and Shop Program

With Guild's Lock and Shop Program, our customers can shop with peace of mind. Rates are locked for 90 days.\* If rates go up, the customer is secure while they shop and if rates go down, we can help with our one-time float down option. **Let's dial in the details on how it works:**



\*Upfront lock-in fee required. Subject to requirements listed in the program terms and conditions on the back page.

## Lock & Shop Program

### Terms, Conditions and Eligibility Requirements:

1. Lock and Shop Program (“Program”) will lock your initial interest rate for up to 90 days. To be eligible for the Program, borrower must complete a loan application with Guild Mortgage (“Guild”). No property address is required when completing the application.
2. Borrower must supply the fully executed purchase and sales contract within 45 days of participating in the Program.
3. This Program only applies to home purchases to be funded by Guild using conventional, FHA and VA conforming loan programs for one to four family dwelling units only and excludes high balance loans, second liens, investment properties, refinance loans, renovation loans, nonpurchase money home equity lines of credit, interim construction loans or other temporary financing, loans brokered to or by Guild, loans involving short sales, or any other purchase contract that requires the approval from a third party (e.g., a lender, relocation company, etc.).
4. There is a \$500 up-front lock-in fee (“Fee”) associated with this Program due at time of lock. The Fee may vary based on market volatility. The Fee is applicable at time of funding. If the loan does not fund, the Fee is forfeited. The Fee is non-refundable in the event of underwriting denial or Guidelines Changes. However, in California and Missouri, if the loan is denied through no fault of borrower (e.g. borrower did not make omissions or representations and did not qualify), Borrower is entitled to a refund of the Fee.
5. The Program may be amended or terminated at any time except as to qualified home purchasers with submitted applications prior to the date of the amendment or termination. The Program is not transferable or assignable.
6. Unforeseen circumstances adversely affecting the ability to perform will void Guild’s obligations under the Program (natural disasters, inclement weather, catastrophic event, or other major event beyond Guild’s control). Applicable law or investor requirements may impose a required waiting period prior to closing, including but not limited to a waiting period due to re-disclosure of updated loan, or TRID (TILA / RESPA Integrated Disclosure Rule) or Real Estate Settlement Procedures Act disclosure information, or delivery of an appraisal or appraisal addenda, and that waiting period may prohibit us from closing on the set closing date.
7. The Program is not a mortgage loan approval nor a commitment to lend and is subject to the customer satisfying all underwriting guidelines and loan approval conditions, including identifying a property that is acceptable collateral to Guild and satisfying all appraisal and title requirements.
8. This offer only apply to purchase loan applications received by Guild after April 12th, 2021.

# Mortgage insurance in a nutshell



## What is Mortgage Insurance?

It's an insurance policy bought and paid for by the homeowner that covers the lender if the loan goes into default. Mortgage insurance is required for most home loans that don't have at least a 20 percent down payment.

## The upside and downside of Mortgage Insurance

On the plus side, mortgage insurance allows a homebuyer to purchase a home with less than 20 percent down. The downside is that it's money borrowers pay each month that isn't going toward paying off their principal loan amount.

## How to eliminate Mortgage Insurance

**Refinance.** If your home has increased in value and you qualify to refinance, you may be able to get into a loan that doesn't require Mortgage Insurance.

**Cancel Conventional Loan Mortgage Insurance (PMI).** Borrowers must have good payment history and provide written request to remove Mortgage Insurance. Individual investors establish the criteria for canceling MI based on property's current value. Fannie Mae and Freddie Mac typically require:

- The loan be seasoned at least two years
- The borrowers have an acceptable payment history
- The loan-to-value (LTV) based on a current appraisal is 75 percent or lower, if less than five years have elapsed since the loan originally closed
- The (LTV) based on a current appraisal is 80 percent or lower, if more than five years have elapsed since the loan originally closed

**Cancel FHA Mortgage Insurance Premium (MIP).** Whether MIP can ever come off your FHA loan depends on a few factors, including when it was originated, the amount of your down payment, and the current LTV ratio.



## Step 2: Contract to Close

Everything you need to  
get you through the  
closing process

**Guild**  
mortgage

# Tips for smooth closing



- 1** Don't change jobs or become self-employed.
- 2** Don't buy a car, truck or van unless you plan to live in it.
- 3** Don't let your credit card payments fall behind.
- 4** Don't spend the money you have saved for your down payment.
- 5** Don't let anyone else check your credit score.
- 6** Don't make any large deposits other than your paycheck.
- 7** Don't change bank accounts.
- 8** Don't co-sign for anyone.
- 9** Don't increase balances on any credit cards.

Bonus tip: Last but not least don't buy the furniture just yet. We must verify your credit and employment prior to closing and that report will show if you have incurred any more debt which could affect your ability to close the loan.



# Moving checklist



Prepare for the big move with this ready to-go checklist.

## 3–5 weeks before moving day

- Measure the rooms of your new home to decide your furniture layout
- Hold a garage sale and donate what you don't sell (get receipts for tax deductions)
- Make an inventory of everything to be moved
- Get estimates from moving companies (ask tax professional if expenses are tax deductible)
- Begin to use up all of your frozen and canned food so you have less to move
- Change your address with the U.S. Postal Service
- Register for new schools and/or daycare
- Contact your insurance agent to make sure everything is covered during the move
- Arrange cut-off/activation dates :
  - Telephone • Cable • Gas/Electricity/Water • Garbage
- Collect and make a plan to dispose of hazardous materials:
  - Paint/varnish • Propane tanks • Batteries • Oil/gasoline

## 1–2 weeks before moving day

- Collect boxes and packing materials
- Start packing things you won't need for the next month
- Confirm date and time with movers
- Create a floor plan for the movers to show where things should go
- Transfer your bills, bank statements, subscriptions, etc to your new address
- Clean out the refrigerator/plan to defrost and dry the day before the move
- Drain equipment: water hoses, propane tank, gas/oil lawnmowers

## Moving day

- Pack up essentials box - see below
- All boxes are labeled with their destination room in your new home on the top and sides of each box
- Pack valuables like jewelry and electronics in your own car
- Leave keys, garage door openers, appliance manuals, etc at old home
- Set up bedding first, so when you're tired your bed is ready for you
- Make multiple keys of your new home

## Before you leave the house

- Water shut off
- Heating/cooling shut off
- Lights turned off
- Windows shut and locked
- Check for items left behind

## Prepare an essentials box

- Toilet paper
- Snacks/drinks
- Scissors/pocket knife
- Garbage bags
- Change of clothes
- Dish soap and towel
- Pet food and dish
- Flashlight
- Portable tool kit
- Towels
- All-purpose cleaner
- Cups/plates/cutlery
- Shower curtain
- Important records/docs.

# Estimates and Appraisals



## Loan Estimates

During the loan process you'll receive several loan estimates. We are required to notify you of particular fee increases during your loan process, as these are estimates and the figures can change.

For example:

When we first send your upfront disclosures, the escrow fees can be based off of a general pricing sheet. Once the escrow company provides us with accurate numbers, we would re-disclose those figures to you via another Loan Estimate.

## Appraisals

An appraisal will be conducted during the process. Appraisal costs do vary, and you will be sent an authorization for ACH payment after you return your signed disclosures. This cost is shown on your Loan Estimate and will be deducted from your closing costs at the close of escrow.

# What's next



We are honored you've chosen Guild Mortgage. In the upcoming weeks, you'll receive some important information regarding your loan.

## Your final loan approval.

### You're on the home stretch.

- A customized closing packet will be made and sent to your Settlement Agent for you. Inside, you'll find the final closing terms and amounts that are due.
- Check with your Settlement Agent on the form and method of payment, and when to get it to them.

## Here comes the close.

### Let us ease your mind so you can stay excited about the fun stuff.

- Your closing appointment should take approximately an hour. Here, you'll review and sign your closing documents. Bring your favorite pen if you'd like. Your Settlement Agent can answer all of your questions and concerns.
- For purchases, you may or may not meet the seller at the closing appointment. They can sign on the same day as you, or in advance.
- If refinancing your current home, the law allows you three days after signing to decide if you want your new mortgage. This is called your "right of rescission." For this reason, your funds will not be released until three days have passed.

## Closing's all done and the dust is settling.

### Time for you to settle in, too.

- You've signed your docs and received your keys! Congrats. Time to start moving in.
- About a month after your closing, loan servicing will send you a welcome email and phone call. They are available to help answer any questions you might have about your loan.
- You will receive your initial loan activity statement the week following your closing. This shows the amount and due date of your mortgage payments.
- Finally, you'll receive a survey about your experience during the process. This is the best way for us to know how we did and how we can get even better.

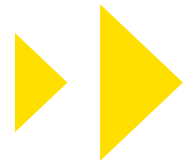


## Step 3: Welcome home

Everything you need to  
move into your new  
home

**Guild**  
mortgage

# Congrats!



We are honored you've chosen Guild Mortgage as your loan provider. In the upcoming weeks, you'll receive some important information regarding your loan.

## What to expect:

### Loan Documents

These documents show which investor or agency has purchased your loan. Guild will service your loan on their behalf.

### Deed of Trust and Note

Copies are mailed after the documents are recorded with the county.

### Customer Satisfaction Survey

We'll email you a survey shortly after closing your loan, to find out how we did, and what we can do better.

### Escrow Analysis Statement

This analysis ensures enough funds are collected in your escrow account to pay upcoming installments of your insurance premium(s) and/or property taxes.

### Loan Starter Statement

This initial statement indicates its payment amount and due date. It's mailed within the week after loan closing.

### Welcome Email or Call

Look for a welcome email from our Loan Servicing department about a week after you receive your first Loan Activity Statement. In it, you'll find important information on how to establish your online account, and the best ways to communicate with us.

We'll also give you a welcome call about a month after loan closing, to answer any questions you might have.

### A word about your Supplemental Tax Bill

A Supplemental Tax Bill is issued for the difference between the taxes due on the old assessed value and the new assessed value of the property.

If your property is subject to a supplemental tax bill, it will be sent directly to you from the tax authority. If you choose to send the bill to Guild for payment, we must receive the tax bill ten (10) business days prior to your delinquent date. If we are not given sufficient time to pay your corrected or adjusted tax bill, any penalty will be charged to your escrow account.

NOTE: Due to the uncertainty of the Supplemental Tax Bill, a shortage may occur if paid from your escrow account. That shortage will be addressed in the next analysis cycle and may cause an increase in your monthly escrow payment.

# Congrats on your new home!

Don't forget to turn on your utilities. Otherwise that first night will be really dark, and that first shower will be really cold!



Electricity



Natural Gas



Water



Garbage



Phone



Internet



TV/Cable

**Don't forget to turn on  
before you move in!  
Welcome home!**

# Payment methods

Current/Prepaid loans can include additional curtailment up to \$9,999.99 (as of April 1, 2019)

**Table 1.** Payment method

Payment method	Loan payment status	Accepted payments	Fee	
<b>Speedpay</b>	<b>Pay-by-Phone</b> (CS representative) 6:00 AM-5:00 PMPT 1-800-365-4441	<b>Pay current month payment</b> If current: pay next month payment <b>Pay late payment</b> (16th-last business day of month)	ATM Debit Card Checking Account Savings Account	Varies by State
	<b>Pay-by-Phone</b> (Automated phone) 24 hrs/day 1-800-365-4441	<b>Pay current month payment</b> If current: pay next month payment	ATM Debit Card Checking Account Savings Account	Varies by State
	<b>Website</b> <b>guildmortgage.com</b> <b>(MyAccount)</b> One time payment	<b>Pay current month payment</b> If current: pay next month payment	Checking Account Savings Account	Varies by State
<b>Recurring ACH</b> <b>(MyAccount)</b>	<b>Pay current month payment</b> (Scheduled for same day each month: 1st-16th of the month only)	Checking Account Savings Account	\$0.00	
<b>One time ACH</b> <b>(MyAccount)</b>	<b>Pay current month payment</b> Prepay* (Can schedule daily, monthly or as needed. *Only one scheduled payment at a time.)	Checking Account Savings Account	\$0.00	
<b>Mail</b> Guild Mortgage Company PO Box 85046 San Diego, CA 92186	<b>Pay current month payment</b> If current: pay next month(s) payment (Must indicate for payment) <b>Pay late payment</b>	Personal Check Cashier's Check Money Order	\$0.00	
<b>FedEx</b> Guild Mortgage Company Attn: Cashiering 5898 Copley Drive, 4th Floor San Diego, CA 92111	<b>Pay current month payment</b> If current: pay next month(s) payment (Must indicate for payment) <b>Pay late payment</b>	Personal Check Cashier's Check Money Order	\$0.00	

**Table 2.** Principal only payments

	Payment amount	Accepted payments			
<b>1. Loans must be current</b> <b>2. All payments must include the loan number</b> <b>3. Payments must indicate that the funds are for principal payment</b>	Curtailment ≤ \$9,999.99	ACH, Speedpay, Billpay or personal check			
	Curtailment > \$9,999.99	<table border="1"> <tr> <td>Certified funds</td> <td>Wire</td> </tr> <tr> <td>Received by 3:30pm PT for same day credit</td> <td>Received by 2:00pm PT for same day credit. For wire instructions, call 1.800.365.4441</td> </tr> </table>	Certified funds	Wire	Received by 3:30pm PT for same day credit
Certified funds	Wire				
Received by 3:30pm PT for same day credit	Received by 2:00pm PT for same day credit. For wire instructions, call 1.800.365.4441				

# Auto Pay on MyAccount: Convenience you can control.

Never miss a payment. Set up in a few quick steps. Adjust anytime.

STEP

1

Log into your account on Guildmortgage.com and click on "Set Up Auto Pay" under Payments in the upper right corner of the screen.

Your account made easy.

ACCOUNT INFO	PAYMENTS	LOAN APPLICATIONS
<a href="#">View All Loans</a>	<a href="#">Make A Payment</a>	<a href="#">View All Applications</a>
<a href="#">Attach a Loan</a>	<a href="#">Set Up Auto Pay</a>	<a href="#">Start A New Application</a>
<a href="#">Account Settings</a>	<a href="#">Update Auto Pay</a>	
<a href="#">Change Password</a>	<a href="#">View Statements</a>	
<a href="#">Paperless Settings</a>	<a href="#">Pay Off Your Loan</a>	

STEP

2

If you have more than one loan, select the loan you want to connect to Auto Pay.

You will need the following items:

Banking account number and routing account number.

**Account Eligibility:**

Accounts must be paid through the current month to be eligible for set up on automatic payments in the following month. If your account is past due, please contact a Loan Counselor today to discuss available options to resolve the delinquency.

**M-F 7:30 a.m to 5:00 p.m PT 1-800-365-4884**

Select a loan to Set Up

Select A Loan ▾

Continue



# STEP

# 3

Your monthly payment will display on the Payment Option section.

(A) If you would like to make additional payments on a monthly basis, please complete the "Additional" fields. You can update Auto Pay at any time.

## Payment Option

Monthly Payment (1529.60) with/without the following options:

**A** Additional Principal Per Month

Additional Escrow Per Month

(B) Select the month and day to start your automated payments.

## Payment Date

**B**

\*\* Earliest available date for ACH set up is listed in the options available. \*\*

If the date chosen is on a holiday or weekend, the payment will be made on the next business day.

# STEP

# 4

Enter your bank routing and account numbers.

## Pay From Account

Checking Account

Saving Account

[Add Payment Source](#)

ANY NAME  
P.O. BOX 0000  
Anywhere, USA 12345-0000  
(123) 123-1234

1001  
00-0000FL  
0000

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

FOR \_\_\_\_\_

XXXXXXXX XXXXXXXXXXXXXXXX  
Routing Number Account Number

Routing Number (9 digits)

Account Number (4-17 digits)

Re-enter your Account#

## STEP

# 5

Mark the box for each acknowledgment and click "Submit."

**Payment Date**  
10th of every month beginning **February - 2021**

**A** "I understand that I must continue making payments until I receive either a confirmation e-mail or confirmation letter from Guild Mortgage Company - not my bank - when the first automatic payment will begin."

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**From Account**  
SANTANDER BANK, N.A. XXXX XXXXX 2345

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**B** "I hereby authorize Guild Mortgage Company to initiate debit entries to my checking or savings account listed above for the mortgage payment due each month on my loan. This authorization does not change the original terms of our agreement. This agreement is also authority for my Bank (named above) to debit such account. I further authorize Guild Mortgage Company to adjust the dollar amount transferred from my account to correspond to periodic changes in the mortgage payment due under the terms of my loan. This authorization will remain in effect until Guild receives either your written notice or electronic notice of cancellation. Notice must be received by Guild no later than 10 days prior to the draft date you have selected."

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By clicking "Submit," I agree to the terms above and certify that my selections are correct and that all information I provided is true and complete. This is my electronic signature.

Once complete, you will see a confirmation page and receive an email with your changes.

We'll continue to check in with you from time to time to make sure you're still happy with your loan. Our customer service staff are also ready to help you at **800.365.4441** to answer any billing-related questions.

# We need your help!

## Who do you know?



We truly enjoy helping others achieve homeownership and want to be your lender for life. If you have a friend, family member, or co-worker who may need home financing in the future, please complete the section below. We'll reach out and let them know how we can help. We promise to give them the same personalized service you receive and aim for 100% satisfaction.

**Your name:** \_\_\_\_\_

### Your two referrals:

_____	_____	_____
Name	Email	Phone
_____	_____	_____
Name	Email	Phone

# Notes



# APPLY NOW!

Found the perfect house? We are here to make it happen! Here is the quickest way to make your dream a reality....

## Ericadavisteam.com

### Fast and Easy Pre-Approval!

The Erica Davis Team  
843.839.9001 | edavisteam@guildmortgage.net  
guildmortgage.com/ericadavis  
Thestylishlender.com



**Guild**  
mortgage  
OWN WHAT MATTERS

We are authorized to do business in the states of Florida, South Carolina, North Carolina, and Georgia. NMLS #3274; Equal Housing Opportunity; www.nmlsconsumeraccess.org. All loans subject to underwriter approval. Terms and conditions apply. Erica Davis NMLS ID #992801 Christopher Watts NMLS ID #2002964 Mike Silvernale NMLS ID #2151752 Gail Backer NMLS ID #1759471