

**HAMILTON MORTGAGE SERVICES, INC.**  
**716 SOUTH FIRST STREET**  
**HAMILTON, MT 59840**  
**406-375-8800**  
**406-203-0849 Fax**

**Tips to a Timely Closing...**

1. **If you are moving money around in various accounts in anticipation of closing please let us know.** We need to have a “paper trail” for all such transactions. It is easier to obtain this as it is happening than it is later on.
2. **If you plan to close with a legal instrument such as a Power of Attorney or a Quit Claim Deed, please let us know.** These documents are best prepared at the beginning of a transaction when all parties are present. This allows us enough time to have them executed and approved. After this is completed it is easy to implement at the close of the transaction.
3. **Do not change jobs/careers** or make any large deposits or large purchases during the course of this transaction. Such an action may put your loan approval at risk and at the very least, cause a time delay.
4. If your credit report shows any derogatory information or inquiries in the last 90 days, you will be asked to provide a written explanation regarding these. In your response please consider that the underwriter will want to know the following:
  - A. What happened?
  - B. Why it happened?
  - C. What has changed so it will not happen again?

Be specific (give dates, dollar amounts, names of people and companies, etc.) Keep any emotion out of your response and assume responsibility for your actions and decisions. Be prepared to document the issue (if you have a dispute with a company you will be asked to provide letters, statements, etc. that support your case).

5. If you are closing with benefit of an Employee Relocation Package, we will need the following:
  - A. A copy of your contract or employee manual
  - B. The name of the person in your company who is coordinating the transfer
  - C. Your written permission to contact this person
6. You may be asked to provide a “Motivation Letter” regarding an issue. These letters can be handwritten and need not be long. You may provide any supporting documentation that you believe would help the underwriter understand your unique situation. Often times such a letter can go a long way in helping bring the underwriter to an understanding of your situation.
7. “LOE” or letters of explanation are often requested. Again this is to provide the underwriter with information that the standard application does not provide. Examples would be letters regarding gaps in employment, maternity leave, collection accounts, judgments and bankruptcies. (see #4)
8. If you are selling an asset to create funds to close we will need the following:
  - A. Appraisal from an independent authority
  - B. Bill of sale
  - C. Transfer of title or registration
  - D. Copy of check (front and back)
  - E. Copy of deposit slip
  - F. An updated verification of deposit
9. If you are closing on gifted funds we will need the following:
  - A. Copy of statement showing the funds in the donor’s name and account
  - B. Copy of the check (front and back)
  - C. Gift letter
  - D. Copy of deposit slip
  - E. An updated verification of deposit

10. If you are closing on accrued funds please provide the following:

- A. A written budget which shows how you could realistically save the needed funds between now and closing
- B. Copies of each check and the accompanying deposit slip
- C. An updated verification of deposit showing sufficient funds to close

11. **If the subject property is located on a private road, the lender may require a Road Maintenance Agreement.** If there is no current agreement filed, you will need to execute and file a new agreement. Some lenders require the signatures of all parties living on the private road to be on the Road Maintenance Agreement. You should be prepared to get the required signatures. We can provide the document.

12. **You will receive a set of disclosures from the lender. Do not be alarmed by these disclosures.** The disclosures are required by federal regulation and are the lenders version of disclosures that you have already signed for us. They will include a Truth-in-Lending Disclosure, Good Faith Estimate and several others. Read the cover letter that is included with the disclosures. Some lenders require that you sign and return the disclosures while other lenders do not. Please do not hesitate to contact us about the disclosures.

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Borrowers Signature

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Date

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Borrowers Signature

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Date

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Officers Signature

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Date