



Kodiak Island Housing Authority

3137 Mill Bay Road, Kodiak AK 99615

www.kodiakislandhousing.org

Phone: 907- 486-8111 Toll Free: 1 (800) 478-5442

Fax: 907- 486-4432

MORTGAGE LOAN APPLICATION CHECKLIST

Thank you for choosing Kodiak Island Housing Authority for your home loan. KIHA has several types of loans available to assist you in either purchasing or refinancing a home. KIHA services all loans we make—which means that your loan is at home with us!

The following is a list of information necessary to properly document your loan application file. The sooner you provide this information, the faster we can assist you. Please include these items for all applicants.

- Completed, legible loan application, with signatures from all loan applicants
- Copy of most recent paystubs covering a 6-week period, or a printout from your employer
- Last paystub or printout of earnings from all other employers this year
- Complete copy of most recent money account statements covering a 2-month period (including checking, savings, Money market, IRA, stock, investment, etc)
- W-2's & 1099's for the past 2 years
- Copy of tax returns including all schedules for the past 2 years (3 years are required if you are a first-time home buyer). If you don't have these you may obtain them from your tax preparer or directly from IRS. Call IRS at 1-(800) 829-1040 to obtain a transcript or a copy. Be aware—this process takes several weeks!
- Documentation regarding other sources of income
- If active duty military or Public Health Service we will advise you of the documents needed
- Name and address and telephone number for the landlord, along with your physical address, for **all** prior addresses you have had for the past 24 months. Use the last page of the loan application, or additional pages, as necessary.
- Complete copy of Purchase and Earnest Money Agreement (if purchasing a home)
- Name and telephone number of the seller of the property you are purchasing
- \$35 to cover the cost of an initial credit report. Make check or money order payable to KIHA. (no payment required for pre-qualification)

Additional items and prepayment may be required. Please contact our office to arrange for an appointment to start your application, or with any questions. Our hope is to help make the loan process as pleasant as possible for you.



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PRIVACY POLICY

We collect non-public personal information about you from the following sources:

- * Information we receive from you on applications or other forms;
- * Information about your transactions with us or others; and
- * Information we receive from others, such as a consumer reporting agency, court records, employers.

We do not disclose non-public personal information about you to anyone, except as authorized by you or permitted by law.

If you decide to close your account(s) or become an inactive client, we will adhere to the privacy policies and practices as described in this notice.

To maintain security of client information, we restrict access to your personal and account information to those employees who need to know that information to provide you with our products and/or services. We maintain physical, electronic and procedural safeguards that comply with federal standards to guard your non-public personal information.

Your confidence in us is important and we want you to know that your personal and account information is safe. If you have any questions or concerns, please contact us:

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I/we have received a copy of this Privacy Policy.

_____ Dated: _____

_____ Dated: _____

CERTIFICATION AND AUTHORIZATION

The undersigned hereby certifies the following: I have applied for a real estate or a mortgage loan through Kodiak Island Housing Authority. In applying for the loan, I have completed a loan application containing various information as to the purpose of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I certify that all of the information is true and complete. I have not misrepresented information in the loan application or other documents, nor have I omitted any pertinent information.

I understand and authorize Kodiak Island Housing Authority as the lender may verify the information provided on the application.

I fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make false statement when applying for this mortgage, as applicable under the provision of Title 18, United States Code, Section 1001, et seq.

Authorization and Consent to Release Information

I have applied for a real estate or a mortgage loan through Kodiak Island Housing Authority. As a part of the application process, Kodiak Island Housing Authority may verify information contained in my application and in other documents required in connection with the loan, either before the loan is closed or as a part of its Quality Control process.

I authorize you to provide to Kodiak Island Housing Authority, and to any investor to whom Kodiak Island Housing Authority may sell or assign my mortgage, any and all information and documentation that they may request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.

The lender or any investor that purchases the mortgage may address this authorization to any party named in the loan application.

A photographic or faxed copy of this authorization may be deemed to be the equivalent of the original and may be used as a duplicate original.

Signature of Loan Applicant
Printed Name of Loan Applicant: _____

Date Signed

Signature of Loan Applicant
Printed Name of Loan Applicant: _____

Date Signed