Step 1i

Step 1i: Helpful Tool
We created this document to help you Clear Off your Client Checklist as quickly as possible. Remember, your goal is to get this cleared in **3 Days OR LESS!** Stay persistent, call your Client everyday, go through each Document to verify that the information is accurate, make sure all pages are in order & received is a must.

2 Years Tax Returns:
When you get the Tax Returns, make sure it has all pages in order. Also, remember to collect all Schedules, if any and check to see if the W2's are included. If so, note that the W2's are attached to the Tax Returns.

2 Years of W2's & 1099's:
We need all W2's & 1099's for each job the Client worked. Go through their paperwork to make sure they are all there. Remember, each Client has to show a minimum of 2yrs of employment so if for any reason they can't show this, we need a detailed LOX explaining why along with documentation to support their LOX.

Example: A Client broke their leg and was in the hospital for 2 weeks and out of work for a month. The documentation needed would be the hospital paperwork.

Employer Information:
We need the Client's detailed Employer's information. We need:

- Full Employer's name
- Full address
- Contact number
- Fax number
- Hire date - if the Client doesn't know their exact hire date, we need at least the actual month and year started

8 Recent PayStubs:
The PayStubs can't be a print-out. It has to be the actual PayStub as it shows the YTD, hourly comp, deductions, etc. Look at the latest PayStub to see the actual YTD. Divide that by the total months already past in that time frame to see what's their monthly income. Communicate with the Back Office if the monthly income on the Client's original application is off by providing your calculations.

Step 1i - Continues

2 Months of Bank Statement:
All pages of the Bank Statements need to be in order. Check to see how many pages the statement shows *(page 1 of 8)*. If the last page is blank, inform your Client we need it anyway. It the statement shows 8 pages, we need each from Page 1 of 8 to Page 8 of 8 and the pages must be in order. The last bank statement shows if the Client has Proof of Down Payment, Proof of Earnest Money Deposit *(EMD)* and Proof of Closing Cost.

Look through the last bank statement, check their balance and if you don't see any funds there, inform them that they need to show money in their account. It's possible the Client may have a Savings Account or other Accounts. Inform them they must show at least $1,000 for the EMD, 3.5% of the Sale's price as a down payment unless they want a property for the $100 Down program and an additional $1,500 to $4,500 for Closing Cost. Not saying that they will need all of this but it is needed to show these funds.

The rest of the required documents is self-explanatory. We hope Step1iHelpfulTool helped you to be more successful in getting all documents that's on the Client Checklist **Cleared Within 3 Days or Less!**

If you have additional questions, feel free to contact our Back Office as soon as you can!

This Completes Step 1i