

# QUICK AND EASY

## *Pre-Approval Program*

<http://www.eastlakefunding.com>

Pre-Approval Questionnaire

## We Are Mortgage Professionals

We have developed a special process called The Quick and Easy Pre-Approval Program.

It provides unique services and strategies to simplify the mortgage process and help you achieve your personal and financial goals.



### Eastlake Funding

861 Harold Place, Suite 210  
Chula Vista, CA 91914  
Office: 800-840-6886  
Fax: 619-243-7350  
[www.eastlakefunding.com](http://www.eastlakefunding.com) CA  
DRE #1922673 NMLS# 996092

## Thank You!

We would like to take this opportunity to acquaint you with the Quick and Easy Pre-Approval Program. Please take a moment to go through the enclosed material.

- Information about the process
- Basic Loan Application
- Additional Questions
- Documentation List
- What to Do and Don't
- Our Testimonials
- Fax Cover Page

Please complete the questionnaire and return to our office as soon as possible. It's important to send the questionnaire first, and then follow up with the additional documentation. Try to be as accurate as possible and if you have any questions while completing it, call. This questionnaire is designed to be completed in less than 15 minutes.

Once completed, you can either email it to [preapproval@eastlakefunding.com](mailto:preapproval@eastlakefunding.com) or print out and fax back using the enclosed fax sheet to (619) 243-7350 and we will begin work right away.

We look forward to assisting you on your upcoming loan. When we have exceeded your expectations, please feel free to tell your family, friends and colleagues about us.

**On behalf of all of us at Eastlake Funding**  
Sincerely,



**Ralph Otto**  
*Managing Broker*  
*Eastlake Funding*

# QUICK AND EASY *Pre-Approval Program*

<http://www.eastlakefunding.com>

## Our Relationship With You

### **The Quick and Easy Pre-Approval Package**

This helps gain greater clarity around how your personal financial situation impacts your home ownership goals.

### **The Mortgage Needs Analysis**

We prepare a detailed assessment to help streamline the mortgage process, reduce your paperwork, and create greater certainty.

### **The Strategic Planning Session**

We develop a strategic evaluation that helps you integrate the loan you select into your over-all long and short-term financial and investment plan, to minimize taxes, improve cash flow and minimize interest expense.

*"We want to be **The Mortgage Resource** you refer your family and friends to.*

*Our goal is to take such great care of you and your loan that we earn not only your loyal business, but also your referrals to family and friends. Our success has been built by referral, one happy client at a time."*

### **The Complete Mortgage Plan**

We prepare a detailed, step-by-step plan to obtain the right mortgage and achieve your objectives

### **The Client For Life Program**

#### **The Mortgage Management System**

We have designed a loan tracking and management process to ensure that your mortgage meets your changing needs and you have the most competitive loan terms over the life of your loan.

### **The Unique Mortgage Experience**

This helps gain greater clarity around how your personal financial situation impacts your home ownership goals.

### **The Client Appreciation Program**

We provide ongoing communication, recognition, and added value to build and enhance our relationship.



2220 Otay Lakes Rd #502-629  
Chula Vista, CA 91915

Office: (800) 840-6886

Fax: (619) 243-7350

# QUICK AND EASY

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<http://www.eastlakefunding.com>

This form is not a loan commitment

## LOAN APPLICATION FORM

### BORROWER INFORMATION

Married  Unmarried  Separated

Veteran?  Yes  No

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Home Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Do you  own or  rent?

How long have you lived at this address? \_\_\_\_\_ Current monthly payment? \$ \_\_\_\_\_

Mailing Address if different \_\_\_\_\_

Home Ph # \_\_\_\_\_ Work Ph # \_\_\_\_\_ Cell Ph # \_\_\_\_\_

Email \_\_\_\_\_ *Note: add [preapprove@eastlakefunding.com](mailto:preapprove@eastlakefunding.com) to your approved email address list*

### EMPLOYMENT INFORMATION

Current Employer \_\_\_\_\_ Are you self employed?  Yes  No

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long there? \_\_\_\_\_

*Please describe your current compensation (Gross earnings, before taxes i.e. not take-home)*

Paid (*select one*) Hourly at \$ \_\_\_\_\_/hour for \_\_\_\_\_/hours per week *OR* Salary at \$ \_\_\_\_\_/year

Average commissions/bonuses per year \$ \_\_\_\_\_ based on \_\_\_\_\_

How much did you make last year? \$ \_\_\_\_\_ This year so far? \$ \_\_\_\_\_ as of \_\_\_\_\_

When did you start this job? \_\_\_\_\_ What is your current position? \_\_\_\_\_

*Please list previous and/or secondary employment (we need two years total)*

Employer \_\_\_\_\_  Previous  Secondary Self employed?  Yes  No

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long there? \_\_\_\_\_

*Please describe your compensation when you left (Gross earnings, before taxes i.e. not take-home)*

Paid (*select one*) Hourly at \$ \_\_\_\_\_/hour for \_\_\_\_\_/hours per week *OR* Salary at \$ \_\_\_\_\_/year

Average commissions/bonuses per year \$ \_\_\_\_\_ based on \_\_\_\_\_

When did you start this job? \_\_\_\_\_ When did you leave? (if applicable) \_\_\_\_\_

Any additional income or circumstances that you feel should be considered?

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## LOAN APPLICATION FORM

### CO-BORROWER INFORMATION

Married  Unmarried  Separated      Veteran?  Yes  No

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Home Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Do you  own or  rent?

How long have you lived at this address? \_\_\_\_\_ Current monthly payment? \$ \_\_\_\_\_

Mailing Address if different \_\_\_\_\_

Home Ph # \_\_\_\_\_ Work Ph # \_\_\_\_\_ Cell Ph # \_\_\_\_\_

Email \_\_\_\_\_ *Note: add [preapprove@eastlakefunding.com](mailto:preapprove@eastlakefunding.com) to your approved email address list*

### CO-BORROWER EMPLOYMENT INFORMATION

Current Employer \_\_\_\_\_ Are you self employed?  Yes  No

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long there? \_\_\_\_\_

*Please describe your current compensation (Gross earnings, before taxes i.e. not take-home)*

Paid (*select one*) Hourly at \$ \_\_\_\_\_/hour for \_\_\_\_\_/hours per week *OR* Salary at \$ \_\_\_\_\_/year

Average commissions/bonuses per year \$ \_\_\_\_\_ based on \_\_\_\_\_

How much did you make last year? \$ \_\_\_\_\_ This year so far? \$ \_\_\_\_\_ as of \_\_\_\_\_

When did you start this job? \_\_\_\_\_ What is your current position? \_\_\_\_\_

*Please list previous and/or secondary employment (we need two years total)*

Employer \_\_\_\_\_  Previous  Secondary      Self employed?  Yes  No

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long there? \_\_\_\_\_

*Please describe your compensation when you left (Gross earnings, before taxes i.e. not take-home)*

Paid (*select one*) Hourly at \$ \_\_\_\_\_/hour for \_\_\_\_\_/hours per week *OR* Salary at \$ \_\_\_\_\_/year

Average commissions/bonuses per year \$ \_\_\_\_\_ based on \_\_\_\_\_

When did you start this job? \_\_\_\_\_ When did you leave? (if applicable) \_\_\_\_\_

Any additional income or circumstances that you feel should be considered?

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## LOAN APPLICATION FORM

### LIQUID ASSETS

Checking Account Approx Balance \$ \_\_\_\_\_ Bank \_\_\_\_\_  Borrower  Co-Borrower  
Savings Account Approx Balance \$ \_\_\_\_\_ Bank \_\_\_\_\_  Borrower  Co-Borrower  
Retirement Account (401k, IRA) \$ \_\_\_\_\_ Bank \_\_\_\_\_  Borrower  Co-Borrower  
Other: \_\_\_\_\_ \$ \_\_\_\_\_ Bank \_\_\_\_\_  Borrower  Co-Borrower  
Other: \_\_\_\_\_ \$ \_\_\_\_\_ Bank \_\_\_\_\_  Borrower  Co-Borrower  
Other: \_\_\_\_\_ \$ \_\_\_\_\_ Bank \_\_\_\_\_  Borrower  Co-Borrower

### REAL ESTATE OWNED

If you own your own home, what is the approximate current value? \$ \_\_\_\_\_

What year did you buy it? \_\_\_\_\_ For what price? \$ \_\_\_\_\_ Any HOA Dues? \$ \_\_\_\_\_

Are the insurance and property taxes escrowed as part of your monthly payment?  Yes  No

*Please complete for any additional properties that you may own (vacation, investment, etc.)*

Address	Date Purchased	Original Price	Payment	Taxes, Insurance HOA Dues	Rent Collected
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*If you own more real estate than this, Congratulations! Please provide this information on all properties – use a separate sheet if necessary*

### OTHER IMPORTANT INFORMATION

How is your credit history?  Excellent  Good  Average  Challenged  I have no credit

Do any of these apply?  Bankruptcy  Judgment  Tax Lien  Child Support/Alimony  Foreclosure / Short Sale

I hereby authorize Eastlake Funding 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 Eastlake Funding to order a consumer credit report at a cost of between \$16.00 and \$22.00 through Corelogic CREDCO to be charged to the credit card information below. It is understood that a copy of this form will also serve as authorization. The information Eastlake Funding obtains is only used in the processing of my application for a mortgage loan.

Borrower Name \_\_\_\_\_ Co-Borrower Name \_\_\_\_\_

Borrower Signature \_\_\_\_\_ Co-Borrower Signature \_\_\_\_\_

Credit Card Type  Visa  M/C  Amex  Discover  Diners Club (Unmarried borrowers require one report each)

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CV# \_\_\_\_\_

Billing Address: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

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**ADDITIONAL QUESTIONS**

Which loan officer at Eastlake Funding were you referred to? \_\_\_\_\_

Do you have dependents at home?  Yes  No If yes, how many? \_\_\_\_\_ Age(s)? \_\_\_\_\_

Please let us know who can we thank for referring you to us? \_\_\_\_\_

If you currently rent, please provide us the name of your landlord and their current contact information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Would you like to establish an escrow account for property taxes and/or insurance as part of your new loan payment?

Yes  No, thanks (unless it's required)  I don't know what this is

If applicable, would you like information about improving your credit score?  Yes, please  No

If you and I were to meet after you closed your loan with us, what has to have happened for you to feel you have saved time and money, gained greater peace of mind, and achieved your overall objectives?

\_\_\_\_\_

Who else do you know that is thinking of buying or refinancing real estate?

Someone who wants/needs to refinance?

Someone who wants to buy investment properties?

Do you know anyone paying more than \$1200 per month in rent?

Please provide their name and phone number if you would like us to contact them:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**THESE NEXT QUESTIONS ONLY APPLY IF YOU ARE PURCHASING A HOME**

Do you already have a property in mind that you would like to qualify for?  Yes  No

If yes, what is the property address? \_\_\_\_\_

The asking price? \_\_\_\_\_ How much did you want to put down? \_\_\_\_\_

If you are already working with a Real Estate Agent, please complete the following contact information:

Name: \_\_\_\_\_ Phone number? \_\_\_\_\_

Would you like us to communicate with them regarding your pre-approval?  Yes  No

**THESE NEXT QUESTIONS ONLY APPLY IF YOU ARE REFINANCING YOUR CURRENT HOME**

If property taxes are due, do you want to incorporate them into the loan amount or would you prefer to pay them out of pocket at closing?  in the loan  out of pocket

If there are closing costs, would you like to incorporate them into the loan amount or would you prefer to pay them out of pocket at closing?  in the loan  out of pocket

Do you want to receive any "cash out" as a result of this transaction (paying off credit cards, home improvements, investments, assisting a family member, etc.)? If yes, how much? \$ \_\_\_\_\_

Do you currently have a 2<sup>nd</sup> or 3<sup>rd</sup> mortgage or a home equity line of credit secured by your home?  Yes  No

If yes, do you want this loan/line to be paid off as part of this transaction or do you wish to keep it if possible?

Keep it  Pay off and close it  Set up a new loan/line after

## ***New Home Profile (Purchase Pre-Approvals Only)***

**We have created this profile to help you find just the right home. With this vital information your Realtor will use their computer data base to narrow your search; provide homes for sale that match your profile; and help you find the perfect home.**

Sample Zip Codes / City Names you are interested in: \_\_\_\_\_

Is there a particular school district you are trying to stay in? \_\_\_\_\_

Any particular schools? \_\_\_\_\_

Price Range: From \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Age Preference:  New Construction  <10 years old  <30 years old  Other: \_\_\_\_\_

Preferred number of Bedrooms  1  2  3  4  5  Other: \_\_\_\_\_

Preferred number of Bathrooms  1  2  3  4  5  Other: \_\_\_\_\_

Preferred Square Footage Between \_\_\_\_\_ and \_\_\_\_\_ square feet

Property Types you will consider  House  Condominium  Town home  Mobile Home  Manufactured

Property Attributes (check all that are acceptable)

Single Story  Multi-Story  High Rise / Loft  Gated Community

Near the beach  Beach View  Near a freeway  No CC&Rs

Fixer (cosmetic)  Fixer (major)  RV Parking  Pool / Spa

\_\_\_\_ Other: \_\_\_\_\_

Preferred Garage:  1 or more  2 or more  3 or more  4 or more  attached parking

Preferred Acreage:  none  0.25 - 0.50  0.50 - 1.00  > 1.00  rural

Where in the County do you work? \_\_\_\_\_ Do you  Drive  Carpool  Take Bus/Trolley

Please describe any other preferences you would like considered:

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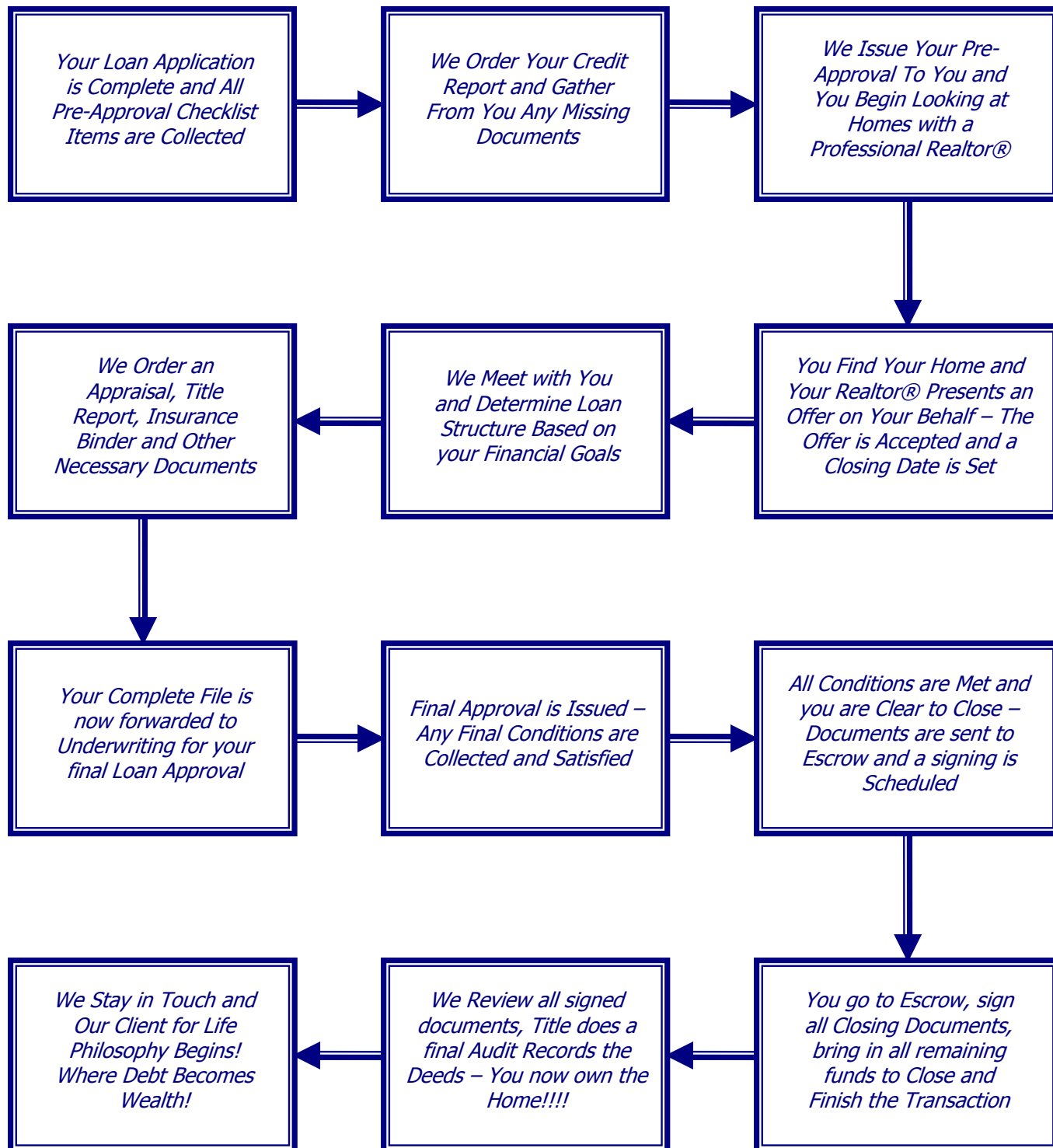
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# QUICK AND EASY *Pre-Approval Program*

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## ***THE PROCESS – For Buying a Home***



Office: (800) 840-6886

Fax: (619) 243-7350

## ***Documentation you will need in the process***

The following documentation will eventually be needed from each applicant for your final loan approval. Not all of this is needed up front, but the sooner you get it put together the better. You may have a circumstance where some of this is either not needed or not applicable – please contact us with any questions.

- Most recent pay stubs representing your earnings for the last 30 days
- Most recent two years federal tax returns with all pages and schedules
  - Include all W2 forms and K-1s if applicable
  - If self-employed, include a year-to-date profit and loss statement
- Most recent two years corporate tax returns (if applicable, with all pages and schedules)
- Most recent two months bank statements for all accounts, including checking, savings, CDs, money market, stock and investment accounts, and retirement. (Include all pages, even the blank or “disclaimer” pages. If you are including retirement accounts, forward the “term of withdrawal” i.e. documentation explaining how and when you can withdraw funds)
- Copy of your unexpired driver’s license and social security card
- If you ever paid or have been ordered to pay spousal or child support, or if you receive it and would like it considered, forward a copy of your final divorce decree and/or current court order.
- If you own any real estate, please include the following for each property
  - Current mortgage statement(s)
  - Current property tax bill
  - Current insurance declarations page
  - Lease or rental agreement, if applicable
  - Homeowners association bill, if applicable
- If you are applying for a VA loan, a copy of your DD214

Also, you should be ready to prepare a **signed letter of explanation** for any or all of the following:

- Major negative items on your credit report (collections, bankruptcies, foreclosures, etc.)
- Inquiries that show on your credit report in the last 90 days – you will need to explain why they inquired and whether a new account was generated. We will let you know which ones.
- Any non-payroll deposits that appear on the bank statements, even the small ones. You may need to provide supporting documentation depending on the frequency and size of the deposits.
- If a debt appears on your credit report but is paid by someone else, you will need to explain it as well as provide 12 months cleared checks showing the third party making the payments.

**It’s important to get this questionnaire back as soon as possible so we can determine which of the above documentation applies to you. The purpose of this list is to get you as prepared as possible. If you go into escrow more than 30 days from your initial pre-approval, more current documentation may be required.**

## ***TIPS FOR A SMOOTH LOAN APPROVAL***

**Here is a list of helpful tips to ensure an effortless loan process. These DO's and DON'Ts will help avoid any delays with your loan approval.**

**DO** continue making your mortgage or rent payments

**DO** stay current on all existing accounts

**DO** keep working at your current employer

**DO** keep your same insurance company

**DO** continue living at your current residence

**DO** continue to use your credit as normal

**DO** call us if you have any questions

**DON'T** make a major purchase (car, boat, jewelry, etc.)

**DON'T** apply for new credit (even if you seem pre-approved)

**DON'T** open a new credit card

**DON'T** transfer any balances from one account to another

**DON'T** pay off charge-offs without a discussion with us first

**DON'T** pay off collections without a discussion with us first

**DON'T** buy any furniture

**DON'T** close any credit card accounts

**DON'T** change bank accounts

**DON'T** max out or over charge on your credit card accounts

**DON'T** consolidate your debt into 1 or 2 credit cards

**DON'T** take out a new loan

**DON'T** start any home improvement projects

**DON'T** finance any elective medical procedures

**DON'T** open a new cellular phone account

**DON'T** join a new fitness club

**DON'T** pay off any loans or credit cards without discussing it with us

**DON'T** transfer funds between different bank accounts while in escrow

**DON'T** accept any GIFT money until we first discuss what documentation is necessary

**If you encounter a special situation, it is best to mention it to us right away so we can help you determine the best way to achieve your goals.**

## ***Read what clients are saying about Eastlake Funding...***

"Eastlake Funding is excellent. He got us a great rate and made the transaction very easy"

- Eric M, San Diego

"I want to thank Eastlake Funding for 'saving my life' through the process of selling my former condo and purchasing a newer one for my daughter, her husband and baby to live in. They gave up a holiday weekend to make it possible to close the deal with a very difficult seller. They also helped me to purchase my own home 3 years ago and since then with a refinance."

- Gail T, Trabuco Canyon

"I cannot say enough to express my appreciation for Eastlake Funding's staff. When a family crisis prevented me from going forward on a needed refinance, their staff took over and moved it along. The refinance would not have been completed if it weren't for them."

- Elizabeth B, San Diego

"Eastlake Funding has refinanced my house twice now and both times were very pleasant experiences. They is very helpful in answering all of my questions and gets things done professionally and quickly. I will continue to refer friends, family and business associates to use their services!"

- Clarke R, San Diego

"Eastlake Funding over the past six years has arranged home loans for the purchase of not only our first home in Oxnard, CA, but our present home in Murrieta, CA. They additionally handled the subsequent refinancing a year later that combined first and second mortgages at the bottom of the interest rate decline. All three loans were trouble free, timely, and at the agreed to terms and conditions. I have recommended them to my friends, family and to business associates and wouldn't hesitate recommending them to anyone else desiring a loan to purchase or refinance."

- Larry and Valentina S, Murrieta

"Approval of my loan in less than one hour!"

- Larry F, San Diego

"I am a Financial Advisor in San Diego, California. I take pride in thoroughly reviewing all my client's financial needs, including their mortgage programs. My experience with Eastlake Funding has been exceptional. I have found their service to be outstanding; the breadth and depth of their knowledge and his ethical standards as been a breath of fresh air in a more and more complex real estate world."

- Peter S, San Diego

"Eastlake Funding has financed all my properties. They have made this process quick, easy and hassle free. Mr. Otto's staff is very professional and dedicated to finding the best programs and rates available."

- Dr. James B, San Diego

"Eastlake Funding, your service has always been accurate and honest. I appreciate your knowledge and professionalism. I started wit you and I'll end with you when funding my loans or refinances. Thank you very much."

- Phillip M, San Diego

"As you know, finding a home in San Diego County is not easy, especially when you want what you want. When I finally found the right place for me, there was no time to fool around. Eastlake Funding went to work and got me funded in record time! Thanks Ralph!"

- James C, Lakeside

"Coming from the bottom of our hearts and on behalf of our kids Thanks to Eastlake Funding we were able to buy our first house! Then refinanced and third, we got a home equity loan and thanks to the financial guidance of Mr. Otto, now we own our own business in vending and growing. Mr. Ralph Otto, Thank You!"

- Hector and Rose C, San Diego

"After being turned down by one lender, I took a friend's advice and called Eastlake Funding. It was great. They made it happen with no hassles!!! It makes you wonder how those other lenders stay in business."

- Rick R, San Diego

# FAX TRANSMITTAL FORM

TO:

FROM:

## **Pre-Approval Processing**

Eastlake Funding

Fax **(619) 243-7350**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Which loan officer should we  
direct this to?

\_\_\_\_\_

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*Message:*

**The first step in the Quick and Easy Pre-Approval Program is for you to review the attached questionnaire, complete and fax it to our office as soon as possible. This will start your loan pre-approval process.**

**We will follow-up personally with any questions we may have and advise you of any supporting documentation we will need.**

**We look forward to the opportunity to discuss your Real Estate goals in greater detail. We appreciate you and value your business.**

Sincerely,



**Ralph Otto**

*Managing Broker*

*Eastlake Funding*

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