EHG MORTGAGE
INDEPENDENT MORTGAGE ADVISORS

A PRACTICAL GUIDE FOR HOMEBUYERS

Your Home Buyer Checklist

A clear, organized path from early preparation through closing day.

START WITH THE RIGHT SEQUENCE

Five stages. One coordinated plan.

01 Prepare
Review your budget, credit, available funds, and timing.

02 Get pre-approved
Organize documents and compare appropriate financing structures.

03 Shop deliberately
Work with your real estate agent and evaluate the complete cost of each property.

04 Move through underwriting
Stay responsive while the appraisal, title, insurance, and loan review are completed.

05 Close with confidence
Review final figures, verify instructions, complete the walkthrough, and sign.

This checklist is a general educational planning tool, not a loan approval, commitment to lend, or guarantee of financing. Your EHG Mortgage advisor will tailor the documentation and steps to your loan program, property, and financial profile. Requirements and programs are subject to change.

01 / PREPARE

Build a stronger starting point.

Before house hunting, understand what you are comfortable spending and prepare the records commonly used to verify income, assets, debts, employment, and credit.

Financial readiness

- [ ] Review your credit reports and address errors.
- [ ] Choose a comfortable total housing payment.
- [ ] Estimate down payment and closing funds.
- [ ] Set aside funds for reserves and moving.
- [ ] Avoid opening new credit before review.

Approval and affordability are not always the same. Keep room for maintenance, utilities, and other priorities.

Personal information

- [ ] Government-issued photo identification.
- [ ] Social Security number or applicable ID.
- [ ] Residential history for the past two years.
- [ ] Employment history for the past two years.
- [ ] Information for all borrowers applying.

Income and employment

- [ ] Recent pay statements, generally covering 30 days.
- [ ] W-2 forms for the most recent two years.
- [ ] Federal tax returns when requested.
- [ ] Documentation for additional eligible income.
- [ ] Employer contact details and work history.

Assets and funds

- [ ] Recent bank statements for all relevant accounts.
- [ ] Investment and retirement account statements.
- [ ] Gift-fund documentation, when applicable.
- [ ] Source records for large or unusual deposits.
- [ ] Current mortgage or lease information.

SELF-EMPLOYED OR VARIABLE INCOME

Your advisor may request personal and business tax returns, year-to-date profit-and-loss statements, balance sheets, bank statements, 1099 forms, business licenses, or other records depending on the program.

Protect sensitive information: use the secure document-upload method provided by your mortgage team rather than ordinary email whenever possible.

02-04 / SHOP, OFFER & UNDERWRITE

Evaluate the property and the financing together.

A purchase decision includes more than the price. Consider the complete monthly obligation, upfront cash, property condition, insurance, and contract terms.

Before touring homes

- [ ] Obtain a current pre-approval letter.
- [ ] Confirm target price and payment range.
- [ ] Separate needs from preferences.
- [ ] Choose an experienced real estate agent.
- [ ] Discuss timing and any property limitations.

Evaluate each property

- [ ] Property taxes and applicable assessments.
- [ ] Homeowners insurance availability and cost.
- [ ] HOA dues, restrictions, and pending changes.
- [ ] Condition, age, repairs, and maintenance.
- [ ] Location, commute, utilities, and resale fit.

Before making an offer

- [ ] Review price and comparable market information.
- [ ] Understand earnest-money requirements.
- [ ] Review inspection and financing contingencies.
- [ ] Discuss appraisal risk and seller credits.
- [ ] Confirm the proposed closing timeline.

Once under contract

- [ ] Send the signed contract to your mortgage team.
- [ ] Deposit earnest money as directed and save proof.
- [ ] Complete inspections within contract deadlines.
- [ ] Choose insurance and provide agent information.
- [ ] Respond promptly to document requests.
- [ ] Discuss rate-lock timing with your advisor.

LOAN REVIEW	PROPERTY REVIEW	CLOSING PREP
Income, assets, credit, debts, disclosures, and program guidelines are reviewed.	Appraisal, title, insurance, property eligibility, and contract items are coordinated.	Final conditions, cash to close, Closing Disclosure, and signing details are confirmed.

05 / PROTECT YOUR APPROVAL & CLOSE

Keep the financial picture stable.

Changes before closing can affect qualification, available funds, documentation, or timing. Contact your advisor before making a significant financial or employment change.

Before closing, avoid

- ☐ Opening or closing credit accounts.
- ☐ Financing furniture, appliances, or a vehicle.
- ☐ Co-signing a loan for another person.
- ☐ Changing jobs or compensation without discussion.
- ☐ Moving large sums without keeping records.
- ☐ Making unexplained cash deposits.
- ☐ Missing or paying bills late.

Continue to

- ☐ Keep employment and income documentation current.
- ☐ Maintain funds needed for closing and reserves.
- ☐ Save records for transfers and deposits.
- ☐ Monitor messages from your mortgage team.
- ☐ Ask before making financial changes.
- ☐ Report contract or occupancy changes promptly.
- ☐ Keep identification current for signing.

Final closing checklist

- ☐ Review your Closing Disclosure and ask questions.
- ☐ Confirm the final cash-to-close amount.
- ☐ Independently verify wire instructions before sending funds.
- ☐ Complete the final property walkthrough.
- ☐ Bring acceptable identification to signing.
- ☐ Understand your first-payment date and servicer details.
- ☐ Keep copies of the signed closing documents.

For most mortgages, you must receive the Closing Disclosure at least three business days before closing. Never rely on emailed wire instructions without independently verifying them through a trusted phone number.

READY FOR A PERSONALIZED PLAN?

Start with an EHG Mortgage advisor.

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