



Thank you for your inquiry about a mortgage loan. In order to begin processing your request, we will need you to provide us with the information/documentation below:

- **In order to be able to serve you better, please provide the requested contact information. We will email your disclosures to be signed to the email address provided.**

Borrower's name: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
**Email address:** \_\_\_\_\_

Co-borrower's name: \_\_\_\_\_  
Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Real Estate Agent's name (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_

Homeowners Insurance Agent's name: \_\_\_\_\_ Company: \_\_\_\_\_  
Agents phone #: \_\_\_\_\_

- **If this is a PURCHASE transaction, and a closing date has already been scheduled, please provide the closing attorney/agent's name and phone number and the closing date and time scheduled. If this is a REFINANCE transaction, please provide your preference for the closing attorney/agent and closing date and time.**
- **Also, please remember your spouse, if applicable, will need to attend the closing to sign the mortgage even if he or she is not on the loan application**

Closing attorney/agent: \_\_\_\_\_  
Closing attorney/agent's phone #: \_\_\_\_\_  
Closing Date: \_\_\_\_\_ Time: \_\_\_\_\_

- **Please provide the following documentation so we may begin processing your loan in a timely manner:**
  1. Last two paystubs for each borrower—must be computer generated and show borrower's name, employee name, date of paystub and YTD earnings (if you are self employed or receive mostly commission income, please contact your loan officer as soon as possible)
  2. Last two bank statements for all checking/savings accounts—cannot be missing pages of statements (IF your downpayment and closing costs will come from another type of account or source other than funds in your checking and savings accounts, please advise your loan officer as soon as possible).
  3. 2007 W-2 forms for all borrowers and for all employers (i.e. current and previous employers)
  4. Clear copy of UNEXPIRED driver's license for all borrowers
  5. If this is a purchase, please provide a copy of the sales/purchase contract, fully executed by all parties; If this is a refinance, please provide a copy of your DEED showing the property in your name
  6. Application attached, completed as much as possible, and signed by all borrowers
  7. Copy of Borrower's signature authorization, signed by all borrowers, so we can order a credit report

- **Please note that your interest rate is not locked in at this time. Borrower(s) may stabilize or “lock in” the interest rate for a specified time period. Prior to locking in your interest rate, we must order a credit report and obtain a copy of the purchase contract. Borrower(s) may lock in their rate by telephone or person, Monday through Friday (except holidays) between 12:00 Noon and 4 p.m. Should the program you applied for not be available at the time you choose to lock in your interest rate, it is expressly understood by all parties that a different program must be chosen. It is also understood that your loan application would then be subject to review under the new program guidelines. All loans must meet eligibility and guideline requirements of HUD, VA, FNMA, Freddie Mac or applicable investor at time of closing.**

Thank you for your business!

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Borrower's signature

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Co-borrower's signature

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