

P A S O S

STEPS TOWARDS YOUR HOME

**from your application to the
closing of your mortgage loan**



Subject to credit approval. Certain restriction may apply. OCF Lic. B-1. Popular Mortgage is a division of Banco Popular de Puerto Rico.



Loan Application



“ A man travels the world in search of what he needs and returns home to find it. ”

George A. Moore

Welcome to Popular Mortgage! Together with your Mortgage Advisor you have identified the best financial option for you. By completing your application, you have taken the first step towards purchasing or refinancing your home.

If at this time you have not delivered all of the documents requested, please do so as soon as possible in order for the process to continue its normal course. Remember, you are an important player in this mortgage process.

We will continue to work on your application and will get in touch with you as needed.

Should you need information or have any questions, please feel free to contact us.

Mortgage Advisor:

Tel. No.:

Email:

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Services and Documents Requested from the Bank to Suppliers

Required Documents

This second step refers to certain functions performed by the Bank as part of the processing of your application.

Following is a list of the processes, services, and documents included in the second step as well as a brief description of the duties performed by each assigned supplier.

Appraisal

A **certified appraiser** will contact you to arrange an appointment to visit the property in order to assess its value and general conditions. To do so, he will consider recent sales as well as market conditions, among other factors.

Certified Appraiser:

Tel. No.:

Email:



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Services and Documents Requested from the Bank to Suppliers

Plot Plan

This applies to single family residential properties only, not to condominium units. If applicable, a surveyor or a licensed engineer will be in charge of visiting the property to certify it has been constructed in accordance with its legal description. He will further examine the property regarding swimming pools and vehicle accesses, as well as to ascertain the existence of encroachments, among others.

Surveyor or Licensed Engineer:

Tel. No.:

Email:

Title Search

The Title Search is conducted in the Property Registry in order to determine the legal status of the property. A Title Search includes: the legal description, domain, mortgages, liens, easements or restrictive conditions, among others. The lawyer who will notarize the deeds bears the responsibility of reviewing the document to certify that the closing may take place.

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Services and Documents Requested from the Bank to Suppliers

Flood Hazard Determination

Federal laws require a determination on whether the property is located on a flood hazard zone as per maps issued by the Federal Emergency Management Agency (FEMA). If the property is located in a flood-hazard zone and constructed prior to 1978, a Certificate of Elevation is required to determine the cost of insurance to be included as part of the monthly payment.

Centro de Recaudación de Ingresos Municipales (CRIM) Certificate

Through **CRIM's** automated system we will know the tax status of the property and obtain a certification of value regarding land and structure. This information will help determine the existence of liabilities that must be cancelled, as well as the taxes applicable under the new mortgage.



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Analysis of the Application



Once the above documents have been obtained from our suppliers, a Loan Analyst will contact you. With ample knowledge regarding the regulations and requirements that apply to the different types of loans, the Analyst will:

- Conduct a preliminary analysis of your application
- Go into every detail in order to enable the transaction
- Validate all documentation regarding income and assets
- Carefully analyze the information contained in your credit report

Along with such analysis, he may ask for additional documents and will discuss with you any data that needs to be revised. Please be ready to provide the most recent copies of your payment stubs. Government agencies and investors require that this documentation be up to date at the time of closing.

Loan Analyst:

Tel. No.:

Email:



Loan Approval



Once the Loan Analyst has gathered and evaluated the credit documents and those provided by external suppliers, your application will be reviewed by a Credit Officer. This is the expert authorized by Popular Mortgage to give the final approval of your loan.

His responsibilities include ensuring compliance with the credit policy of all regulating agencies, the investors and Popular Mortgage. The Credit Officer and the Loan Analyst work together. Should it be necessary to present you with loan options that vary from that originally submitted, it will be the Loan Analyst who will contact you to discuss them.



Closing



“Whatever steps we take, they’re necessary to reach the places we’ve chosen to go”

Richard Bach

Once your loan has been approved, the Closing Officer will contact you to explain the terms and conditions of such approval as contained in the Closing Disclosure, a document that summarizes the mortgage transaction. He will also coordinate with you the date and time of the closing.

On that date, a Closing Assistant will explain to you and take your signature on all documents required by regulation for all mortgage transactions. He will also confirm your identity through a valid identification document accepted as such by Popular Mortgage.

The attorney who has been assigned to notarize your transaction will do so by signing the Mortgage Deed and the Mortgage Note.

Closing Officer:

Tel. No.:

Email:

Congratulations! You have completed all the steps towards purchasing or refinancing your home.

You now have a mortgage loan with Banco Popular. To make your payments easier, you will receive a monthly statement including a payment coupon and updated information on your loan, including balance on the principal, deposits to your reserve account, and recent payments, among others. If you need any additional information or service, you may contact our Mortgage Servicing Department at 787-775-1100 or 1-800-981-1982.