



# Homebuyer's Kit

Get ready to make yourself at home. Here's how.

 Community Bank

 Equal Housing Lender

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“I can’t begin to express how grateful I am for all of Brad’s help—not just with buying my first house, but for his kindness and effort he’s given me over the past several years. He most certainly puts the ‘community’ in Community Bank!”

BOICEVILLE, NY





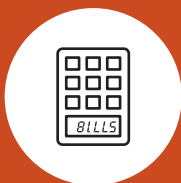
## It pays to bank close to home.

A home is one of the biggest purchases you'll ever make. So it's nice to know that if you ever have a question or concern, you can walk into a local branch or pick up the phone and speak to your mortgage banker, one on one. We're committed to giving you the dedicated service and attention you deserve, meaning your mortgage banker will be with you at every step in the process.

**To get started, schedule an appointment with one today at [cbna.com/appointments](https://cbna.com/appointments).**

**OUR APPROACH** is to lend local and decide local. That means loan decisions are made at the branch level, by people who understand the area and its unique opportunities or challenges. Yet we're big enough to offer all the guidance you'll need and a full range of financial services and products. Like our no closing cost mortgage<sup>1</sup> that saves money when you need it most. So you'll have extra cash for upfront costs.

There are six key steps to buying a home.  
We'll be with you at every one.



**1. Organize your finances**

Make a budget that works for you and stick to it.



**2. Get prequalified**

Know how much home you can afford before submitting a purchase offer at [cbna.com/prequalify](https://cbna.com/prequalify)



**3. Assemble your team**

Mortgage lender. Real estate agent. Attorney. All playing for you.



**4. House hunting**

This is the fun part—it's time to tour some homes. Take your time and make an informed decision.



**5. Fund and close**

You've found the perfect home and made an offer. Cross the T's, dot the I's and trust your team.



**6. Jump for joy**

Your offer was accepted. Now break into your happy dance.

Getting started with the homebuying basics.



**FIRST-TIME HOMEBUYERS VIDEO SERIES**

There are few things more exciting than buying your first home. But chances are you've got some questions about how the homebuying process works, especially when it comes to your mortgage. Our first-time homebuyers video series is designed to give you an overview of the mortgage process, so you can kick off your house hunt with confidence. And when you're ready to chat, we'll be here.

Watch now by visiting [cbna.com/first-time-homebuyer](https://cbna.com/first-time-homebuyer)



## Your mortgage to-do list.

Review this checklist carefully, then address each and every item. Getting organized will speed up the homebuying process and help you secure the best loan for your situation.

### ○ Know your credit

When you're ready to buy a home, the first thing you should be armed with is knowledge of your credit history. Knowing this and ensuring that all issues are rectified will allow you to be in the best position to get the home you want.

### ○ Get educated

With Community Bank, you will have a lending specialist who takes the time to explain every step of the process and gets to know you. You'll make decisions together that will impact your future. So choose a partner you can trust and be open with.

### ○ Financial history

To get prequalified, you'll need to demonstrate a responsible financial history and that you've saved enough for a down payment, if required, and closing costs. Your savings, income and all gifts will have to be verifiable. Note that self-employed borrowers will need to show a minimum of two years of income, and both personal and business tax returns.

### ○ Get prequalified

A prequalification certificate for a mortgage will let you know how much house you can afford. These days, many real estate professionals won't show houses without one, so visit [cbna.com/prequalify](https://cbna.com/prequalify) to get yours.

### ○ Explore your options

Become acquainted with the different kinds of mortgages. There are many options out there beyond the traditional. We can help you choose the most appropriate mortgage for your situation. For an overview of the different mortgages we offer, see pages 8-9.

### ○ Budget

Create a detailed budget of all income sources and living expenses. You should factor in expenses beyond the mortgage: property and school taxes, home maintenance costs, homeowner's insurance and more. Don't forget any outstanding debts and your plan to pay them off.





## Mortgages just got easier.

### APPLY FOR YOUR MORTGAGE ONLINE

You've got big plans for your new home. Get started on them today by applying for a no closing cost mortgage<sup>1</sup> online. You'll pay \$0 up front and save money where you need it most.

Get started today or explore our family of mortgage products at [cbna.com/mortgage](https://cbna.com/mortgage).

### MAKE FINANCIAL DECISIONS CONFIDENTLY

There are plenty of ways to brush up on your money smarts on [cbna.com](https://cbna.com). Visit the Financial Literacy Hub for information and advice on spending, saving, banking, investing and more. Or check out our blog for real-world stories of Community Bank homebuyers just like you.

Visit the Financial Literacy Hub at [cbna.com/finlit](https://cbna.com/finlit) and our blog at [cbna.com/blog](https://cbna.com/blog).

# 5 tips to get the best mortgage.

Whether you're buying your first house or ready for something different, we're here to help. Use these tips to help find an affordable mortgage for you—and take your time. We're happy to help navigate the documentation requirements and answer any questions.

To schedule an appointment online, visit [cbna.com/appointments](https://cbna.com/appointments).

1

## **KEEP MONTHLY COSTS AT 43% OF INCOME**

Keep your monthly bank obligations—credit cards, loans, homeowner's insurance, mortgage principal and interest—at 43% or less of your gross income.

2

## **KNOW THE BENEFITS OF 3% DOWN**

You may qualify for a no closing cost mortgage with only a 3% down payment. Calculate this number to know if you can pay it comfortably.

3

## **PLAN FOR FUTURE MAINTENANCE**

Consider any ongoing maintenance you'll need each month, and make sure your budget can cover it.

4

## **DON'T TAKE MORE THAN YOU NEED**

What you get approved for isn't always the perfect number. Think about your situation and if it makes sense for you.

5

## **DON'T OVERLOOK THE LITTLE THINGS**

Remember moving expenses, Realtor expenses, temporary storage, home inspection, appraisal fees, utilities and new furniture.



Scan  
to schedule  
an appointment

## Find loans that fit.

Choosing the right home loan looks different for everyone. But by understanding the different options available out there, you're better prepared to make the decision that's best for your unique situation. Here are the most common types of home loans, and a few you may not be familiar with.

**FIXED-RATE LOANS** feature predictable rates and payment schedules for certainty and peace of mind. They're often ideal for long-term mortgages and home investments. With a fixed-rate mortgage, you'll always know what your monthly principal and interest payments will be. You can also lower your monthly payments by spreading them out over a long period of time. This is a good loan to lock in when rates are low. A variety of monthly repayment terms are available. The predictability of the payments and payment schedule make it easier to pay ahead of your mortgage, as well.

**ADJUSTABLE-RATE MORTGAGES (ARM)** can be beneficial for customers who know they'll be relocating in the near future or will be selling or paying off the loan in a short timeframe. ARMs offer lower rates than fixed-rate products and lower payments early in the loan term. If you're planning to be in your home for a short timeframe or anticipate paying off your loan soon, these are a great option for you.

**NO CLOSING COST MORTGAGES<sup>1</sup>** can save you a great deal in upfront costs on your next home. Whether your household is expanding or you just want to upgrade your nest, the savings on closing costs can easily add up to thousands of dollars. You could use those funds for a larger down payment. For first-time homebuyers, that's extra cash that can be used to make your new house really feel like home. You can also use the extra money to invest in a home improvement project that will help you sell your home for more down the road.



**MORTGAGE REFINANCING\*** can help you get more out of your home by restructuring your current mortgage terms. Reasons include:

- Cash-out equity
- Shorten/extend payment terms
- Borrow at a lower rate
- Eliminate mortgage insurance

**JUMBO MORTGAGES\*** are designed for higher-value properties and are offered in fixed-rate options. The loan-to-value ratio is available up to 95% based on borrowed amount.

**MORTGAGES FOR SECOND HOMES** are available to those who are interested in that home away from home. You generally will need a larger down payment, as much as 10% of the purchase price.

**VALUE HOME EQUITY LOANS** let you leverage more of the equity you've invested in your home by enabling you to borrow much more of your home's value. And since private mortgage insurance is not required, you'll be able to do even more with your money.

**BI-WEEKLY LOANS** reduce interest costs by adjusting payments to a bi-weekly schedule.

**CONSTRUCTION LOANS** can help you afford to build a new home or undertake significant remodeling jobs. With a one-time closing, and financing up to 95% of the home's value, we can help you build your new home or undertake significant remodeling projects. Construction loans are payable only to approved contractors.

**VACANT-LAND LOANS** are available for either "raw land" or a buildable lot. Fixed-rate options are available with loan-to-value ratio as high as 75%. Vacant-land loans can be used only for purchasing land.

**DOUBLE-WIDE LOANS** are secured for home financing assistance of double-wide manufactured homes on owned land. Purchase with as little as a 5% down payment; a variety of monthly repayment terms are available.\*

**SINGLE-WIDE LOANS** are available for single-wide homes on your own land. Loan-to-value ratio is 80% with fixed-rate options up to 15-year terms.\*

#### **MORTGAGES FOR INVESTMENT PROPERTIES**

We offer flexible financing options for non-owner occupied 1-4 family homes.

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## Affordable Housing Programs

**HOMEREADY\*** from Fannie Mae offers expanded eligibility and is designed for credit-worthy low-to-moderate-income borrowers. It allows co-borrowers who don't live in the home to be included on the mortgage. You can get started with a down payment as low as 3%, and the down payment and closing costs can be paid from sources other than your own funds.

**AFFORDABLE HOUSING GRANT PROGRAM** Offers compatibility with local grant programs, preferred rates and no recapture of bank paid closing costs.

**USDA** United States Department of Agriculture (USDA)-Guaranteed Loan Program. USDA loans are 100% financed in USDA-eligible areas.

**FHA** The Federal Housing Administration offers financing with a low down payment and easier credit qualifying to all borrowers.

**VA** The Veterans Administration offers 100% financing for qualified veterans, service members and their spouses.

# Mortgages made easy.

The homebuying process can feel confusing and overwhelming, particularly for first-time buyers. But don't worry—we're with you every step of the way. Our mortgage bankers are committed to making the process as simple as possible. Remember, all our loan decisions are made locally, by bankers who know the area.

We recommend you collect all of the following relevant paperwork to make sure the application process goes as quickly and smoothly as possible. We're happy to help navigate the documentation requirements and answer any questions.

## ○ **Personal information**

Full legal name, Social Security number, birthdate, phone number, past two years' addresses, photo ID

## ○ **Income verification and documentation**

Name, addresses and phone numbers for all employers over the past two years, W-2s for the past two years, pay stubs covering the past 30 days

## ○ **Self-employed, landlords, commissioned borrowers, business owners holding 25% or more ownership**

All schedules of federal tax returns (personal and business) for the past two years (signed and dated), year-to-date profit and loss statement, balance sheet and list of all business debts may be required; landlords: current leases when available

## ○ **Retirement, Social Security, disability, other compensation or income**

Award letter, if applicable and evidence of current receipt; 1099s; a copy of the divorce decree or separation agreement if receiving alimony, child support or separate maintenance, as well as proof of receipt for past 12 months; alimony, child support or separate maintenance need not be revealed if borrower does not choose to have it considered for repaying a mortgage

## ○ **Deposit/asset verification**

Bank statements of most recent two months (all pages with bank and borrower's name listed), and retirement and investment statements from most recent quarter (all pages with bank and borrower's name listed)

## ○ **Credit**

Credit explanation letter for late payments, collections, judgments or other derogatory items in credit history, bankruptcy/discharge papers for any bankruptcies in credit history, divorce decree or separation agreement (if obligated to pay)

## ○ **Purchase loans**

Purchase and sale agreement, along with all addenda signed by all parties

## ○ **Refinance loans or home equity loans and lines of credit**

Copy of deed, most recent tax bills, homeowner's insurance policy, current mortgage statement

## ○ **Construction loans**

Construction contract/estimates signed by all parties, draw schedule, survey cost estimate indicating location of the home, receipts for payments and deposits you have made thus far

## PREQUALIFICATION FORM

### Mortgage Prequalification

Want to know how much home you can afford prior to submitting a purchase offer? Complete this prequalification form and leave it with one of our branch employees. We will obtain a complimentary credit report, estimate the average price of home you can afford and contact you to discuss the mortgage programs that can best meet your needs.

### Authorization

By signing below, I (we) authorize Community Bank, N.A. and its employees or agents to obtain information about me (including a credit report, information about my employment, and banking and credit relationships) that Community Bank, N.A. may deem necessary or appropriate in evaluating my mortgage prequalification request.

Borrower: \_\_\_\_\_

Co-borrower: \_\_\_\_\_

### Privacy disclosure and authorization

At Community Bank, N.A., your privacy is important to us. Therefore, our policy is not to disclose, without your written consent, any non-public, personal information about you to any third party, including a Realtor, that is not directly affiliated with us. If you would like us to share any information regarding this prequalification with your Realtor, please indicate by signing below.

I/We authorize Community Bank, N.A. to disclose information regarding this mortgage prequalification to my/our Realtor.

Borrower: \_\_\_\_\_

Co-borrower: \_\_\_\_\_

Date: \_\_\_\_\_

### Housing/rent expense

Present monthly: \_\_\_\_\_

(include property taxes and insurance if applicable)

### Value of assets and real estate owned

Deposit accounts: \$ \_\_\_\_\_

Stocks/bonds: \$ \_\_\_\_\_

Retirement fund (vested balance): \$ \_\_\_\_\_

Anticipated gift funds: \$ \_\_\_\_\_

Equity in present home: \$ \_\_\_\_\_

### Other information

Estimated yearly real estate taxes: \$ \_\_\_\_\_

(on properties in the area where you are considering purchasing)

Total monthly installment payments: \$ \_\_\_\_\_

(include car payments, personal loans, credit cards, home equities, etc.)

What is the approximate dollar amount of funds you have available to purchase a home? \$ \_\_\_\_\_

Are you a first-time homebuyer? ☐ Yes ☐ No

Are you obligated to pay child support or separate maintenance? ☐ Yes ☐ No

Are you a U.S. citizen? ☐ Yes ☐ No

Are you a permanent resident alien? ☐ Yes ☐ No

Will this be your primary residence? ☐ Yes ☐ No



### Borrower

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

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

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

☐ Own ☐ Rent Number of years: \_\_\_\_\_

If owned, I will: ☐ Sell ☐ Retain ☐ Rent

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Primary phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

D.O.B. (MM/DD/YEAR): \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous address (if less than two years at present):

Employer: \_\_\_\_\_

How long? \_\_\_\_\_

Previous employer (if less than two years at present):

Work phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Gross income: \$ \_\_\_\_\_

Indicate: ☐ Weekly ☐ Bi-weekly ☐ Monthly

\*Other income: \_\_\_\_\_

Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

### Co-borrower

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

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

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

☐ Own ☐ Rent Number of years: \_\_\_\_\_

If owned, I will: ☐ Sell ☐ Retain ☐ Rent

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Primary phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

D.O.B. (MM/DD/YEAR): \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous address (if less than two years at present):

Employer: \_\_\_\_\_

How long? \_\_\_\_\_

Previous employer (if less than two years at present):

Work phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Gross income: \$ \_\_\_\_\_

Indicate: ☐ Weekly ☐ Bi-weekly ☐ Monthly

\*Other income: \_\_\_\_\_

Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

\*Please note: Other income need not be revealed if the Borrower or Co-borrower does not choose to have it considered for repaying the mortgage.

ECOA Notice: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided that applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Protection Act. The federal agency that administers compliance with this law concerning this creditor is:

Consumer Financial Protection Bureau | 1700 G Street NW., Washington, DC 20006





## Happy house hunting.

If you have any questions about your mortgage or the homebuying process, please contact one of our friendly mortgage bankers. Call 1-866-764-8638 (Customer Care Center hours are M-F, 8am-6pm), stop by your local branch or visit us at [cbna.com/appointments](https://www.cbna.com/appointments).



[f](#) [@](#) [in](#) [v](#) [cbna.com](https://www.cbna.com)

\*The No Closing Cost option is valid on most owner occupied, 1-4 family residential properties. Property and hazard insurance are required and are the responsibility of the borrower. For mortgages with less than 20% down payment, Private Mortgage Insurance (PMI) is required and customer is responsible for PMI premiums. Other applicable fees/charges, including deed stamps or deed transfer taxes, are not mortgage closing costs and will not be paid by the Bank. If a customer elects to obtain owner title insurance, the customer is responsible for the owner title insurance premium. Condominiums and single-wide mobile homes are not eligible for a no closing cost mortgage. Double-wide mobile homes are eligible for the no closing cost mortgage only if permanently attached to a foundation. Should the no closing cost mortgage be closed or discharged within the first three years, the Bank may collect the third-party closing costs from the customer that were waived when the loan was opened. If a customer selects an attorney to represent him/her, customer is responsible for attorney fees. Community Bank will not pay for a survey, nor any other item that is ordinarily paid for by the seller. ADDITIONAL "NO CLOSING COSTS" PRODUCT DISCLOSURE: "No closing costs" means no: origination fee/points; application fee; flood check fee; credit report fee; appraisal fee; mortgage recording fee; abstract update or title search fee; lender title insurance fees; bank attorney fee; mortgage recording tax.