



Home Loans – Getting Started

You've decided to purchase a new home. Congratulations! Now what?

Purchasing a new home can be a little like riding a roller coaster, very exciting and a little bit scary. But no need to worry, Kitsap Credit Union has a full range of home loans to help you reach your dreams. And, we'll be right here helping to guide you through the loan process. We've provided the following information to help you get started.

Step 1: Apply

The first thing you'll want to do is complete a loan application. You can do this one of several ways:

1. Apply online at kitsapcu.org/homeloans. Credit-verified, pre-approvals are ready in just 15 minutes;
2. Visit our Home Loan Office at 2041 NW Myhre Road, Silverdale, Washington; or
3. Schedule an appointment at a conveniently-located branch by calling
4. 800-422-5852, or 662-2266

Tip: Whether you complete an application online or face to face, it is important to complete all areas of the application, and be sure to sign all other documents as applicable. This will help speed the processing of your application.

Step 2: Gather Information

There are a number of documents that you will need to gather and submit with your loan application. Some are *always* required and some are required only for certain types of loans or employment. We've categorized them for you here.

Always required:

- W-2's or 1099's for 2009 and 2010.
- Most recent thirty days statements of earnings or if retired your annual statement of benefits. (One pay stub if paid monthly, two if paid bi-monthly, three if paid bi-weekly, four if paid weekly)
- Bank and investment statements for the last 2 months on all accounts.
- **All pages are required.**
- Copy of your Homeowner's Insurance policy or Declaration Page with agents name & phone no.
- Statements for all loans to be paid off, including mortgages.
- Photo ID for each borrower.

Required, If applicable:

- Purchase and Sale Agreement for purchases, signed by all parties
- Rental agreements for all rental properties
- Gift letter with verification of funds of donor
- For refinance, indicate if current loan is FHA or VA
- Copy of divorce decree and child support paid or received
- Copy of bankruptcy documents
- Copy of trust documents if property held in trust

For VA Loans Only:

- Water purity test for private well and County Health approval of private septic system.
- DD214 for non-active duty; Statement of Service for active duty Vets.
- Copy of Note and Deed of Trust for VA refinance.

For USDA Loans Only:

- Two years complete tax returns including W-2's required

Additional for self-employed:

- Complete personal tax returns for the last two years.
- Complete business tax returns for the last two years.
- Most recent YTD Profit and Loss Statement..

Step 3:

Meet with a Kitsap Credit Union Loan Officer. You can either call for an appointment at 360-662-2266 or 1-800-422-5852, or you may also drop off your completed application at any of our branch offices. We will call you to confirm receipt of your documents, review the information with you, and answer any your questions.

Step 4:

Happy house-hunting!

