



Dear Mortgage Applicant:

Thank you for considering Winchester Savings Bank for your mortgage needs. In the "mortgage forms" area of this site are all the forms and information required to help you expedite your mortgage loan request as soon as possible.

For loan consideration, please sign and date the following documents upon submittal to the Bank:

- 1) **Residential Loan Application**  
This form must be completed in its entirety; instructions are attached. Please make sure to include full name, monthly income, social security numbers, property address, estimate of property value, type and amount of loan sought.
- 2) **Credit Report Fee**  
This credit report fee of \$13.00 per person is non-refundable and must accompany the loan application.
- 3) **Authorization to Obtain Credit Information**  
Each Borrower must sign a separate form

A **Good Faith Estimate** along with a **Truth-In-Lending Disclosure** will be sent to you within three (3) business days of receipt of your application. At that time if you wish to proceed, you should return the signed and dated disclosures along with the necessary items listed below within ten (10) business days.

1) The applicable appraisal fee	
	<b>Appraisal</b>
<b>Single-family property</b>	\$375.00
<b>Multi-family property</b>	\$575.00
<b>Condominium unit</b>	\$375.00

For properties valued in excess of \$1million or more, the appraisal fee is \$450.00.

- 2) **Mortgage Rate Lock-in Selection and Agreement form**  
If you would like to lock your rate prior to approval but not at application, you must separate the *Customer Authorization To Lock Rate* coupon from the form. Bring the coupon to the Bank at the time that the rate you would like to "lock in" is in effect.
- 3) **WSB Loan Program Selection Form**
- 4) **Source of Funds Form**
- 5) **Underground Fuel Tank Notice**
- 6) **4506-T**

If applicable, please return the additional forms listed below.

- 1) **If this transaction is a purchase**, you will need to provide a signed Purchase and Sale Agreement and a copy of the deposit check.
- 2) **If this transaction is a refinance**, you will need to submit a copy of the Deed.
- 3) **If salaried or commissioned**, you will need a copy of current pay stubs (for the most recent THIRTY-day period) and IRS W-2 forms for the past TWO years.
- 4) **Deposit Accounts** Original Bank Statements for THREE most recent months.
- 5) **Loan Account Statements** Most recent statement for each loan should show balance owed, monthly payment amount and date of next payment due. (Revolving debts—credit cards—are not required.)
- 6) **If you rely on rental or commission income**, you must provide signed and dated copies of the TWO previous years' Federal Tax Returns complete with all schedules and W-2s.

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- 7) **If you are relying on the sale of real estate as a source of the down payment**, you must submit a signed Purchase and Sale Agreement for that property.
- 8) **If you are self-employed**, you must submit the following documentation:
  - Signed individual tax returns, including all applicable schedules for the most current TWO years, regardless of any file extension.
  - Copies of signed federal business income tax returns for the last TWO years, with all applicable schedules attached; if the business is a corporation or an S corporation (IRS Form 1120/1120S), general partnership (IRS Form 1065,K-1), or limited partnership (IRS Form K-1).
  - A business credit report, in addition to the individual credit report; if the business is a corporation, S corporation or partnership.
  - A balance sheet for the previous TWO fiscal years for a sole proprietorship (audited, if possible and is not prepared by an accountant or CPA).
  - A year-to-date profit and loss statement for all business entities.

**Our adjustable rate mortgage products contain the following pre-payment penalty:**

"I understand that if I pay off this mortgage loan within the first year of the loan, a penalty fee equal to the balance of the first year's interest or three months' interest, whichever is less, will be required; except that if such prepayment is made within thirty-six months from the date of the note for the purpose of refinancing such loan in another financial institution an additional payment not in excess of three months' interest will be required."

**Applicant's right to receive a copy of an appraisal:**

By the order of the Federal Reserve System's Board of Governors, Nov. 30, 1992, William Wiles, Secretary of the Board, you have the right to an appraisal report copy obtained in connection with your application for credit provided that, if required, you have paid for or are willing to pay for the appraisal. We must hear from you no later than 90 days after you are notified about the action taken on your credit application. (For application withdrawal, a request for a copy must be made within 90 days of the withdrawal.) Telephone requests are acceptable although you are not assured of preserving your rights. Your letter must provide the following information: (1) your name, (2) property address, (3) application date, and (4) mailing address. Send your request to: WINCHESTER SAVINGS BANK, 661 Main St., Winchester, MA 01890.

**Real Estate Taxes: Please tell us if you want to pay the real estate taxes to us monthly.**

We look forward to assisting you with your mortgage financing.

Sincerely,

Winchester Savings Bank

**IMPORTANT INFORMATION  
ABOUT PROCEDURES FOR  
OPENING A NEW ACCOUNT**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.