Buying a home can be very exciting, but stressful as well, if you don't know what to expect. At Bank of Hawaii®, we're committed to making the mortgage loan process as easy as possible for you. Our experienced loan officers will walk you through the process every step of the way. Call or visit us today. We'll make you feel right at home.

**Timeline of the Mortgage Loan Process**

- Pre-approval*
  - Accepted Purchase Contract
  - Loan application submitted to BOH
  - Disclosures provided
  - Intent to proceed

  Underwriting and final approval

  - Loan processing
  - Credit report, title report, appraisal and other verifications received

  Funding and Recording

  - Closing documents prepared and loan signing

  Welcome Home

**Getting Pre-Approved**

Pre-approval means that you could qualify for a residential loan based on limited information provided and is not a commitment by Bank of Hawaii to make you a particular loan. A pre-approved buyer may have greater bargaining power with a seller since they know that person should be able to secure a loan.

- To get pre-approved, you will be asked for the following information:
  - Income
  - Debt
  - Assets
  - Credit history

- Once you have selected a home you wish to purchase, then you submit your completed loan application to Bank of Hawaii.

- Upon receipt of your completed loan application, Bank of Hawaii will make a final determination of your qualifications for the particular loan program you select.

Certain requirements and restrictions apply. Subject to loan approval.

*Pre-approval means that you could qualify for a residential loan based on limited information provided and is not a commitment by Bank of Hawaii to make you a particular loan.
Simplifying the Mortgage Loan Process

Tips for a Fast and Smooth Process

- Begin to gather the documents you’ll need during the mortgage loan process (see below). This may take a little while, so it’s best to start early.

- Review your situation with your loan officer. Everyone’s situation is unique and your loan officer can find a loan that’s right for you.

- Provide your intent to proceed. Once you’ve reviewed the initial disclosure, the Good Faith Estimate, and initial Truth in Lending provided by your loan officer, you must provide your loan officer with your intent to proceed within ten business days.

- Promptly return all signed disclosures to your loan officer to decrease waiting periods.

- Notify your loan officer of any changes. Any changes to your loan or Purchase Contract could impact your closing date. Work closely with your loan officer throughout the process to keep things going smoothly.

Documents Checklist

- [ ] Current pay stubs for the most recent 30-day period.

- [ ] IRS W-2 forms for the most recent 2 years.

- [ ] If you are self-employed and own more than 25% of your business or if more than 25% of your income is derived from commissions, provide tax returns for the most current two years.

- [ ] If you are self-employed and own more than 25% of your business, please provide business tax returns for the most current two years, a year-to-date profit and loss statement and balance sheet.

- [ ] Current bank statements for the most recent two month period or quarter.

- [ ] If you are a first time homebuyer and currently renting a home, please provide the name, address and telephone number for your landlord(s) for last 12 months.

- [ ] If you own rental properties, provide current rental agreements on all rental properties.

- [ ] If you have sold a home within the last 6 months, please provide your closing statement for the property sold.

- [ ] If purchasing a home, please provide a copy of your executed Purchase Contract and all addenda.

For more information, call one of our Loan Officers at any of our Loan Centers.

Downtown 694-4786  •  Merchant St.  694-8505  •  Kahala  694-7447  •  Pearlridge  694-6900  •  Kapolei  694-1444  •  Kahului  856-2510
Kihei  856-2520  •  Lahaina  856-2530  •  Wailuku  856-2500  •  Kona  854-2200  •  Hilo  854-2000  •  Kamuela  854-2210  •  Kaikoo  854-2001
Waiakea  855-2002  •  Kauai  855-2700

Member FDIC  •  boh.com  •  RL-38 (REV 8/2012)