



2037 Harrison Avenue Eureka, CA 95501
Phone (707) 445-3027 Fax (707) 445-3028
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Thank you for your inquiry. At Humboldt Mortgage Company, we are here to be at your service.

In order for us to best assist you, here is a CHECKLIST.
Please provide us with copies of the following items within 3 days.

- ✓ **Federal Tax return** (all pages and schedules)
- ✓ **Forms - W-2** (Wages) – **1099** (interest, dividends)
- ✓ **Income information** – Pay Stubs (30 Days), Award Letter, Increase Letter, Retirement, Social Security, Permanent Disability.
- ✓ **Statement(s) of Assets:** All Pages of the most recent month of checking, savings, stocks, IRA, 401 K, etc.
- ✓ **\$17.14** (single report) or **\$17.53** (two party reports) payment for credit report.
Please make check payable to Humboldt Mortgage Company
- ✓ Copies of fire insurance, property tax bill, and current mortgage statement.
- ✓ Payment to included property taxes and insurance **YES** **NO** (please circle)

Please be aware that the appraisal fee is due at time of appraisal inspection.

How do you wish to sign your legal paperwork? Please give an example of your signature below:

_____ Borrower Signature	_____ Co-Borrower Signature
_____ Please Print	_____ Please Print

Tell us, what is the best method of contacting you?
(Mail)_____ (Phone)_____ (Fax)_____ (e-mail)_____ (Cell)_____ (Pager)_____

Is there any additional information we should know (for example – does the property have any unique features)? _____

We stay in constant touch with our clients. Though regular office hours are 9-5 Monday to Friday (or by appointment), you can ask us questions round-the-clock by phone (24-hour voice mail), mail, e-mail or fax.

Thank you for considering Humboldt Mortgage Company!

Sincerely,
Robert Lawton