



PACIFICA SOUTH BANCORP

Financing for Home Construction, Real Estate & Related Services

Instructions for the Construction Loan Application Process

Dear Friend:

Thank you for considering Pacifica South Bancorp to finance your home's construction, improvement and/or rehabilitation.

This letter is designed to walk you through the requirements necessary to complete the Application Process.

Experience has shown that if the information and documents provided with the loan application are complete and accurate, it will expedite the loan process. Incomplete information and documentation will delay the process and often causes the loan request to be declined.



The items required to finance your home's construction, improvement or rehabilitation is broken down into separate categories: **Borrower Documents, Builder Documents and Property Documents.** You will need to print the forms from each category.

First, the **BORROWER DOCUMENTS:**

COMPLETE, SIGN and DATE the:

- *Details of the Transaction*
- *Loan Application* (or complete the application online)

SIGN and DATE the:

- *Application Certification*
- *Credit Score Disclosure*
- *Provider Relationship*
- *General Authorization*
- *Servicing Disclosure*
- *Fee Disclosure*
- *Privacy Disclosure*
- *General Notices*

GATHER the applicable items from: *Items Needed to Process Your Loan.*

DOWNLOAD and/or print the *HUD Booklet: Buying Your Home* and if applying for an Adjustable Rate Loan, the *Consumer Handbook of Adjustable Rate Mortgages.* Both booklets are for your review.

NOTE: You may submit the Borrower Documents to obtain Loan Approval prior to submission of the Builder or Project Documents.

Next, the **BUILDER DOCUMENTS:**

Have your Builder **COMPLETE, SIGN and DATE** the:

- *Builder Application*
- *Builder Survey*

Also, have your **BUILDER PROVIDE:** *Copy of License (Pocket License OK) and E&O Insurance.*

Then, the **PROJECT DOCUMENTS:**

COMPLETE, SIGN and DATE the:

- *Property Profile*
- *Cost Breakdown Worksheet*
- *Description of Materials*

GATHER the applicable items from: *Items Needed to Process Your Construction Loan*

Finally, **RETURN ALL THE APPLICABLE ITEMS** to:

PACIFICA SOUTH BANCORP
2210 E. Vista Way, Suite 1
Vista, CA 92084

If you have any questions, or need assistance to complete the application, please call 800-235-7408.