



Honesty. Integrity. Knowledge. Experience.

Mortgage Loan Application

Questions? Contact Us Today:

Potomac Trust Mortgage, LLC

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Alexandria, VA 22314

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Completing Your Mortgage Application

Your mortgage application form is provided in pages 3-13 of this document. There are two ways to complete the application: you may **print** it on your local printer and complete it by hand or save it to your **computer** and type in your responses.

Print

To print a blank application you can complete by hand, click the printer button in the Adobe Acrobat Reader tool bar at the top of the application window:



Computer

To save the application to your computer, click the save button in the Adobe Acrobat Reader tool bar at the top of the application window:



To complete the application once it is saved to your computer, simply set your cursor in each required field, click within the field, and type your response. To advance from field to field, hit your Tab button or click your cursor in each field. When done, print the application (see above for details on printing from Adobe Acrobat Reader).

If you choose this option, please print two (2) copies: one for your Potomac Trust Mortgage account executive and one for your own records.

PLEASE NOTE: Adobe Acrobat Reader cannot save your responses, so it is important to leave your application open until it is completed and printed. Please refer to the Documentation List for a list of documents that will speed the process. To perform other tasks while Reader is open, click the minimize (-) button in the top-right corner of the application window.

Return your completed application (and supporting documentation) to your Potomac Trust Mortgage account representative.

Questions? Please email us at info@potomactrustmortgage.com.

(your application starts on the next page)

POTOMAC TRUST MORTGAGE LOAN QUESTIONNAIRE
I. TYPE OF MORTGAGE AND TERMS OF LOAN

I am applying for a (select one):

- FHA (Federal Housing Authority) Loan
- Conventional Loan
- V.A. (Veterans Administration) Loan

Mortgage Amount: \$

Mortgage term:

Amortization Type (select one):

I am interested in a Fixed Rate

I am interested in an ARM (type):

I am interested in a Other (explain):

II. PROPERTY INFORMATION

The property I am purchasing is located at:

Address

City

State

Zip

-

Lot/Block Number and Subdivision Name:

This property will be my (select one):

- Primary Residence
- Secondary Residence
- Investment Property

Title will be held in what Name(s):

Manner in which Title will be held:

Amount of Down Payment: \$

Source of Down Payment, Settlement Charges and/or Subordinate Financing:

Explanation of Down Payment:

III. BORROWER INFORMATION

Borrower

Co-Borrower

First Name	Middle Name	First Name	Middle Name
Last Name	Suffix (if applicable)	Last Name	Suffix (if applicable)
Social Security Number		Social Security Number	
Home Phone (include area code)		Home Phone (include area code)	
Age	Years School	Age	Years School
Marital Status:		Marital Status:	
Married		Married	
Separated		Separated	
Unmarried (single, divorced, widowed)		Unmarried (single, divorced, widowed)	
Dependents (not listed by Co-Borrower):		Dependents (not listed by Co-Borrower):	
Number	Ages (1,5,etc)	Number	Ages (1,5,etc)

Present Address

Present Address

Own	Rent	Own	Rent
For how long: Years/Months		For how long: Years/Months	
Address		Address	
City	State	City	State
Zip		Zip	

Former Address (If less than 2 years at present)

Former Address (If less than 2 years at present)

Own	Rent	Own	Rent
For how long: Years/Months		For how long: Years/Months	
Address		Address	
City	State	City	State
Zip		Zip	

IV. EMPLOYMENT INFORMATION

Borrower

Co-Borrower

Self Employed
Name

Self Employed
Name

Street Address

Street Address

City State

City State

Zip

Zip

Business Phone (include area code)

Business Phone (include area code)

Position Title & Type of Business

Position Title & Type of Business

Years/ Months

Years/ Months

/

/

Years employed in this line of work/profession

Years employed in this line of work/profession

**Previous Employer
(If less than 2 years at present)**

**Previous Employer
(If less than 2 years at present)**

Self Employed
Name

Self Employed
Name

Street Address

Street Address

City State

City State

Zip

Zip

Business Phone (include area code)

Business Phone (include area code)

Position Title & Type of Business

Position Title & Type of Business

Employed with this company: (YYYYMMDD)

Employed with this company: (YYYYMMDD)

From: - To:

From: - To:

Monthly Income: \$

Monthly Income: \$

Previous Employer

Previous Employer

Self Employed
Name

Self Employed
Name

Street Address

Street Address

City State

City State

Zip

Zip

Business Phone (include area code)

Business Phone (include area code)

Position Title & Type of Business

Position Title & Type of Business

Employed with this company: (YYYYMMDD)

Employed with this company: (YYYYMMDD)

From: - To:

From: - To:

Monthly Income: \$

Monthly Income: \$

V. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION

Gross Monthly Income

Borrower

Co-Borrower

Base Employment Income	\$	\$
Overtime	\$	\$
Bonuses	\$	\$
Commissions	\$	\$
Dividends/Interest	\$	\$
Net Rental Income	\$	\$
Other (before completing, see the notice in “describe other income”, \$ below)	\$	\$

* Self Employed Borrower(s) may be required to provide additional documents such as tax returns and financial statements.

Combined Monthly Housing Expenses (present)

Rent	\$
First Mortgage	\$
Other Finance	\$
Hazard Insurance	\$
Real Estate Taxes	\$

Homeowner Assn.
Dues \$

Describe Other Income

Notice: Alimony, child support, or separate maintenance income need not be revealed if the Borrower (B) or Co-Borrower (C) does not choose to have it considered for repaying this loan.

B/C	Monthly Amount
	\$
	\$
	\$

VI. ASSETS AND LIABILITIES

This statement and any applicable supporting schedules may be completed jointly by both married and unmarried Co-borrowers if their assets and liabilities are sufficiently joined so that the statement can be meaningfully and fairly presented on a combined basis; otherwise separate Statements and Schedules are required. If the Co-Borrower section was completed about a spouse, this Statement and supporting schedules must be completed about that spouse also.

Completed (select one): Jointly Not Jointly

Assets

Cash deposit toward purchase held by:

Cash or Market value:

Name of Bank, S&L or Credit Union Account Number

Street Address Amount

\$

City State

Zip

-

Name of Bank, S&L or Credit Union Account Number

Street Address Amount

\$

City State

Zip

-

Name Account Number
Street Address Monthly Payment
\$
City State Months left to pay
Zip Unpaid Balance
\$
-

Name Account Number
Street Address Monthly Payment
\$
City State Months left to pay
Zip Unpaid Balance
\$
-

Name Account Number
Street Address Monthly Payment
\$
City State Months left to pay
Zip Unpaid Balance
\$
-

Name Account Number
Street Address Monthly Payment
\$
City State Months left to pay
Zip Unpaid Balance
\$
-

Name Account Number
Street Address Monthly Payment
\$
City State Months left to pay
Zip Unpaid Balance
\$
-

Name Account Number

Street Address Monthly Payment

\$

City State Months left to pay

Zip Unpaid Balance

\$

Alimony / Child Support / Separate Maintenance Payment

Owed to: Amount: \$

Job-related expenses (child care, union dues, etc.)

Description: Amount: \$

Schedule of Real Estate Owned (if additional properties are owned, use continuation sheet)

Street Address

Present market value: \$

City State Amount of mortgages & liens: \$

Gross rental income: \$

Zip Mortgage payments: \$

Insurance, Maintenance, Taxes & Misc: \$

-
Type of Property

Property Status:

Sold

Pending Sale

Rental being held for income

Street Address

Present market value: \$

City State Amount of mortgages & liens: \$

Gross rental income: \$

Zip Mortgage payments: \$

Insurance, Maintenance, Taxes & Misc: \$

-
Type of Property

Property Status:

Sold

Pending Sale

Rental being held for income

Street Address

Present market value: \$

City

State

Amount of mortgages & liens: \$

Gross rental income: \$

Zip

Mortgage payments: \$

Insurance, Maintenance, Taxes & Misc: \$

Type of Property

Property Status:

Sold

Pending Sale

Rental being held for income

List any additional names under which credit has been received

Alternate First Name

Alternate Middle Name

Alternate Last Name

VII. DETAILS OF TRANSACTION

Purchase Price: \$

VIII. DECLARATIONS

If you answer "yes" to any questions a through i, please use continuation sheet for explanation

Borrower

Co-Borrower

Yes No

Yes No

- a. Are there any outstanding judgments against you?
- b. Have you been declared bankrupt within the past 7 years?
- c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?
- d. Are you party to a lawsuit?
- e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee. If "Yes," provide details, including date, name and address of Lender, FHA or VA case number, if any, and reasons for the action .)
- f. Are you presently delinquent or in default on any federal debt or any other loan, mortgage, financial obligation bond, or loan guarantee?
If "Yes," give details as described in the preceding question.
- g. Are you obligated to pay alimony, child support, or separate maintenance?
- h. Is any part of the down payment borrowed?
- i. Are you a co-maker or endorser on a note?
- j. Are you a U.S. citizen?

k. Are you a permanent resident alien?

l. Do you intend to occupy the property as your primary residence? If

"Yes," complete question m below

m. Have you had an ownership interest in a property in the last 3 years?

IX. ACKNOWLEDGE AND AGREEMENT

The undersigned specifically acknowledge(s) and agree(s) that: (1) the loan requested by this application will be secured by a first mortgage or deed of trust on the property described herein; (2) the property will not be used for any illegal or prohibited purpose or use; (3) all statements made in this application are made for the purpose of obtaining the loan indicated herein; (4) occupation of the property will be as indicated above; (5) verification or re-verification of any information contained in the application may be made at any time by the Lender, its agents, successors and assigns, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by the Lender, even if the loan is not approved; (6) the Lender, its agents, successors and assigns will rely on the information contained in the application and I/we have a continuing obligation to amend and/or supplement the information provided in this application if any of the material facts which I/we have represented herein should change prior to closing; (7) in the event my/our payments on the loan indicated in this application become delinquent, the Lender, its agents, successors and assigns, may in addition to all their other rights and remedies, report my/our name(s) and account information to a credit reporting agency; (8) be transferred to an agent, successor or assign of the Lender with prior notice to me; (9) the Lender, its agents, successors and assigns make no representation or warranties, express or implied, to the Borrower(s) regarding the property, the condition of the property, or the value of the property.

Certification: I/We certify that the information provide in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq. and liability for monetary damages to the Lender, its agents, successors and assigns, insurers and any other person may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application.

Borrower		Co-Borrower	
Borrower's Signature	Date (YYYYMMDD)	Co-Borrower's Signature	Date (YYYYMMDD)
X		X	

X. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loans related to a dwelling, in order to monitor the lender's compliance with Equal Credit Opportunity, Fair Housing and Home Mortgage Disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations this Lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below. Lender must review the above material to assure that the disclosure satisfies all requirements to which the Lender is subject under applicable state law for the particular type of loan applied for.

Borrower

I do not wish to furnish this information.

Race/National origin:

American Indian or Alaskan Native
Black, not of Hispanic origin
Hispanic
Asian or Pacific Islander
White, not of Hispanic origin
Other

Sex:

Female
Male

Co-Borrower

I do not wish to furnish this information.

Race/National origin:

American Indian or Alaskan Native
Black, not of Hispanic origin
Hispanic
Asian or Pacific Islander
White, not of Hispanic origin
Other

Sex:

Female
Male

XI. FOLLOWUP INFORMATION

Your Email Address:

Your Phone Number:

Best way to reach you:

Sales Person Phone:

Sales Person Name:

Source Code:

CONTINUATION SHEET/RESIDENTIAL LOAN APPLICATION

Use this continuation sheet if you need more space to complete the Residential Loan Application.

By selecting this check box, I hereby authorize the lender to order a consumer credit report and verify other credit information. The information that the lender obtains is only to be used in the processing of my application for a mortgage loan, or in the quality control review of my loan.