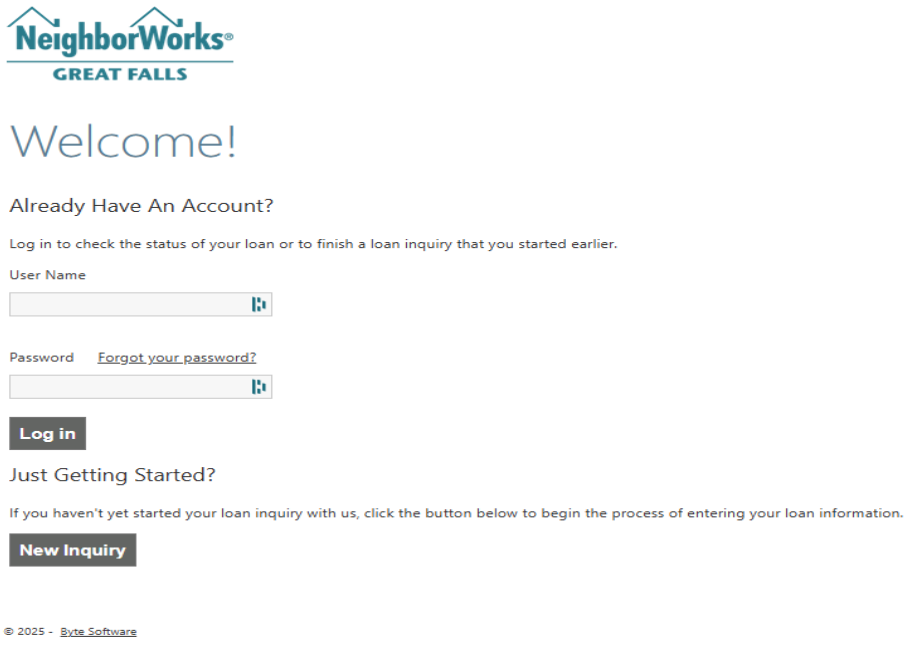
NeighborWorks Great Falls Application instructions

Referring First Mortgage Lender:

- Send 3.4 XML file to Jschuff@nwgf.org
- Send reservation checklist with all applicable items to jschuff@nwgf.org or upload to ShareFile. If you need a secure ShareFile please reach out to Jenna Schuff.
    - Please make sure your application (1003 & XML file, 1008, and AUS all match upon submission).
    - Please include your initial income calculation with all the income documentation.
    - Please make sure to include all income for anyone in the household over age 18.

Borrowers applying for Debt & Credit, Owner-Occupied Rehab, Foreclosure Prevention, or any loan program other than Down Payment Assistance:

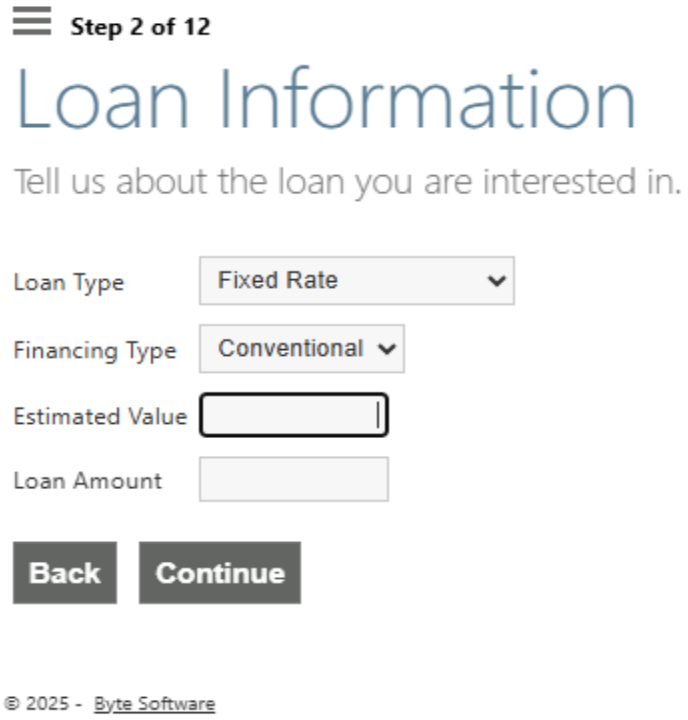
- Go to the “Apply Now” link



- Follow the instructions on the page as it applies.
    - New inquiries make an account

    - Returning Customers please log in and follow the same steps to apply.
- For debt and credit – goal is Purchase Home
- All other programs- Goal is to refinance home

- Always select fixed rate and conventional for loan type. Loan amount ad estimated value input as desired.



- Fill out all personal and loan information as complete as possible. For subject property put your current home address.

NeighborWorks® GREAT FALLS

Step 7 of 12

Subject Property

The Subject Property is the home you are refinancing.

Street	
City	
State	MT
Zip	
County	
Occupancy	
Property Type	
Number of Units	1 Unit
Mixed Use	
Existing Liens	

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- **Submit application and lender will contact you within 48 business hours.**