

## 1 Identification:

### Borrower's Responsibility

- Complete your application
- Provide Farm & Ranch Contract
- Provide land survey, field notes, and/or plat

### Our Responsibility

- Complete initial review of loan application received.
- Send loan to Underwriter for prequalification

## 2 Land Loan Processing

### Borrower's Responsibility

- Complete and return requested documents
- Provide proof of income
- Advise on title company preference
- Pay appraisal and contract service fees online
- Receive and Review Loan Estimate

### Our Responsibility

- Follow up with borrower for any changes to the loan.
- Review borrower's income
- Complete employment verification
- Order Appraisal/open Title request

## 3 Underwriter Review

### Borrower's Responsibility

- Complete and return any additional requested documents

### Our Responsibility

- Review submitted documents for approval.
- Review file for accuracy & satisfaction of conditions.
- Provide a clear to close

## 4 Prepare For Closing

### Borrower's Responsibility

- Provide verification of funds to close
- Receive and review closing disclosure prior to closing

### Our Responsibility

- Confirm Closing date and time with borrower and title company
- Send Closing Disclosure within 3 days of closing date.
- Mail closing documents and funds to the title company

## 5 Land Closing

### Borrower's Responsibility

- Sign closing documents
- Provide required funds to close

### Our Responsibility

- Receive and review signed loan documents.
- Authorize funding to the title company.
- Instruct title company to send documents for recording