

## Application Process

Applicants find out about New Mexico Rural Rehabilitation Corporation from friends and associates who are familiar with us. As a not-for-profit Corporation, New Mexico Rural Rehabilitation Corporation does not advertise.

Generally, a potential applicant will call us to obtain information on our program. During this call we discuss the required guidelines for eligibility – in our case the potential client must be a low income family or individual looking to purchase a farm, ranch, or housing with a permanent foundation in a rural area in New Mexico. Low income status to be determined through information pertaining to each individual county, and approved by the board of directors of the New Mexico Rural Rehabilitation Corporation.

For all loans we discuss closing costs. A five hundred dollar (\$500.00) origination and documentation fee plus any fees incurred from title insurance, appraisals, and any taxes or recording fees. Assuming with this information the caller wishes to proceed, we send out an application.

Upon receipt of the returned application, any questions pertaining to the application are addressed. A field visit to the potential property will then be performed. Assuming the application is in order, credit reports are pulled and the application is forwarded to our Board of Directors for consideration. If funding is not available the applicant will be told when funding will be available and then placed on a waiting list.

Upon receipt of the credit reports, if all appears to be in order, the application is listed for review by the Board of Directors. At this meeting the board members are given a synopsis of the applicant's status including financial information, purpose of loan, etc.

Upon approval by the Board, the applicant is called to notify them of the approval. An information packet is sent – this includes a sample mortgage and its explanation, a sample note and its explanation.

At this time we determine who the client wishes to use to close the loan (a title company or their attorney), when they will be ready to close the loan and their desired pay date. (if applicable) and When funds are available an order is sent to the title company or attorney to obtain title insurance for the loan.

Upon receipt of the title commitment (intent to insure), the closing date is scheduled and the appropriate paper work is completed. All copies are placed in the file and the file is marked as to paperwork that must be received after closing (recorded documents, proof of insurance, etc.)