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BUYER 101: NECESSARY PAPERWORK
Tips to Get Your Document Ducks in a Row

ST. LOUIS, MO (February 15, 2010) – Buying a home can feel daunting, and it’s no surprise considering the amount of paperwork that goes into searching for a property and securing a loan.

“Buying a new home does create quite a paper trail, which can be overwhelming for first-time and repeat buyers alike,” said Jim Dohr, president of Coldwell Banker Gundaker. “Enlisting the help of a Realtor, mortgage specialist, and other professionals can make it easier to navigate and organize the material that really matters.”

Consider the following pieces of paperwork advice:

- **Getting started.** Much of the paperwork you will need to gather is personal information from the recent past. You’ll need tax returns or W2s from the past two years, a recent pay stub, asset statements, and employment history. Provide ample time to request documents from the source and check them for accuracy. Also keep in mind that first-time and veteran buyers are eligible for special tax credits until April 30, but certain criteria apply that impact just how much of a credit you can score. Know where you stand.
- **Streamline and simplify.** Even before you start pounding the pavement, you will accumulate listing sheets, snapshots, and contact details, among other information on prospective new homes. Start a house hunting file that separates the material into easier-to-sample sections, such as “Need to Visit,” “Potential,” and “No.”
- **File it away.** The process of filing for a loan brings a great deal of paperwork, from tax information to estimates to sundry mortgage documents. It is essential to make copies of everything while staying organized. Find a safe, yet accessible, place to store all the information over the short and long term.

Coldwell Banker Gundaker, the leading residential real estate brokerage company in St. Louis, operates 25 offices with over 2,000 sales associates serving metropolitan St. Louis and east-central Missouri. Coldwell Banker Gundaker is part of NRT LLC, the nation’s largest residential real estate brokerage company. NRT, a subsidiary of Realty Corporation, operates Realty’s company-owned real estate brokerage offices. For more information, please visit www.cb Gundaker.com.

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