

Information Form Completion Instructions

Introduction:

This document contains instructions on the completion of the Information form you have received. The information you enter will help Rick Butera and his staff determine the best loan arrangement for your circumstances. A great deal of personal information is entered on the form, so rest assured that the information will be kept confidential. It will only be distributed to those individuals that Rick determines to have a real need to know. All the information is used so that the loan specialists can review your information, underwrite the loan application and come to a determination of your eligibility for a loan and the best terms available.

The Information Form Itself:

There are a number of sections in the information form. In each section you will find “grey” entry areas where you can enter information.

By using the tab key you will be moved from “grey” entry area.

1. You can just type normally in each entry area. Using the TAB key you will move from “grey” entry area to “grey” entry area.

<u>Borrower</u>	<u>Co-Borrower</u>
Personal Identification Section:	
Name: <input type="text"/>	Name: <input type="text"/>

2. Pressing the TAB key will move you from the Borrower Name to the Co-Borrower Name.

<u>Borrower</u>	<u>Co-Borrower</u>
Personal Identification Section:	
Name: <input type="text"/>	Name: <input type="text"/>

3. Text type “grey” entry areas: In these areas, such as Name, Address, etc. you can enter anything you like. Just keep typing and the box will expand to fit your text.

<u>Borrower</u>
Personal Identification Section:
Name: This is a really long name and whatever is entered will continue to a second line.

4. Number entries: In these “grey” areas, such as number of years, months, salary, etc just enter a number. For amount entries the dollar sign will be automatically shown. You can enter dollars and cents.

If you rent, how much is your monthly rent? \$1,250.75
I have lived here for 05 years and 03 months.

5. Date entries: In these boxes enter a date in the format mm/dd/yyyy including the “/”.

Date of birth: 05/03/1977 mm/dd/yyyy

Your entry will be automatically checked so if you enter 2/29/2006 you will see an error box. Just click OK and reenter the date:



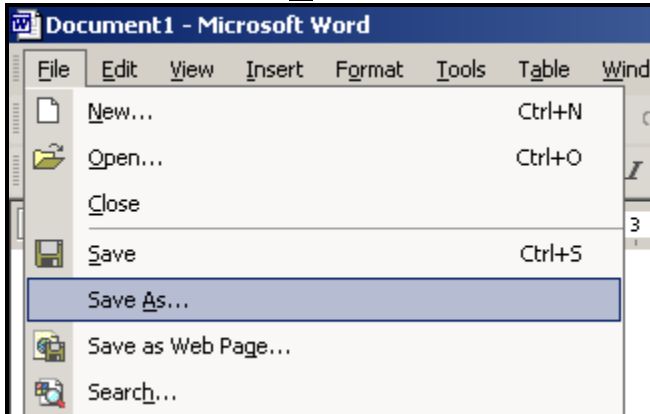
6. Check Boxes: When you are positioned in one of these boxes, just press the space bar or click your mouse. An X will be automatically put in the box. If you press the space bar or click you mouse, the X will disappear. Remember, when there are multiple boxes for a question, please only X one of them.

Marital status: <input checked="" type="checkbox"/> Single / <input type="checkbox"/> Married
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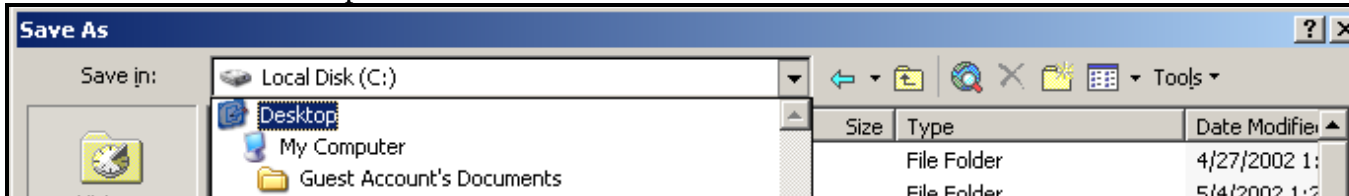
Saving the Completed Information Form to Your Desktop

When you have entered all the information you should save the completed form. If you need to know how to do this follow these instructions.

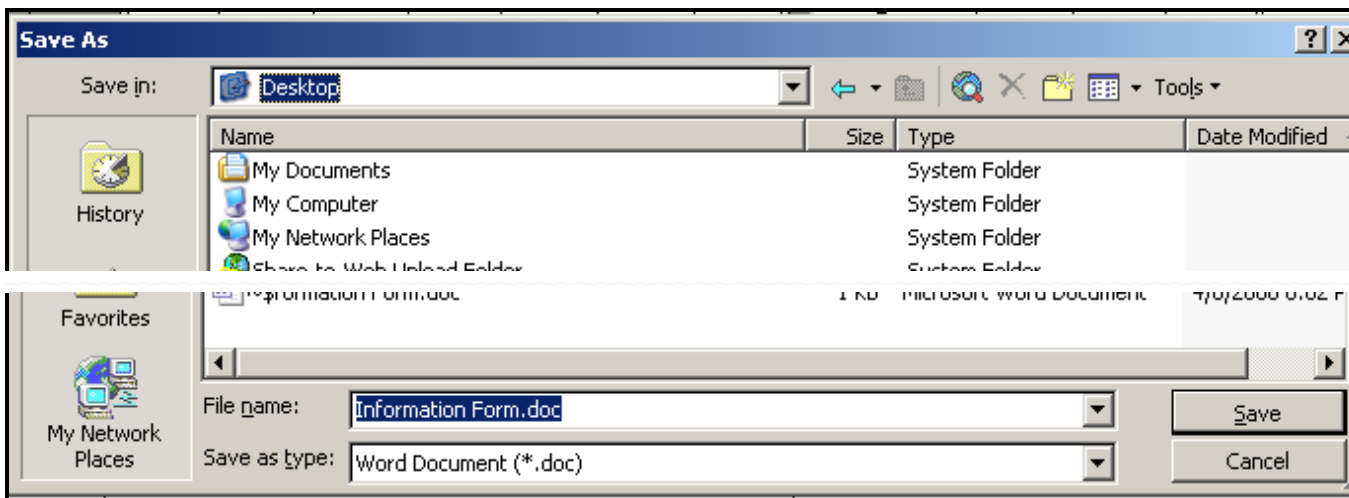
1. Click on File → Save As...



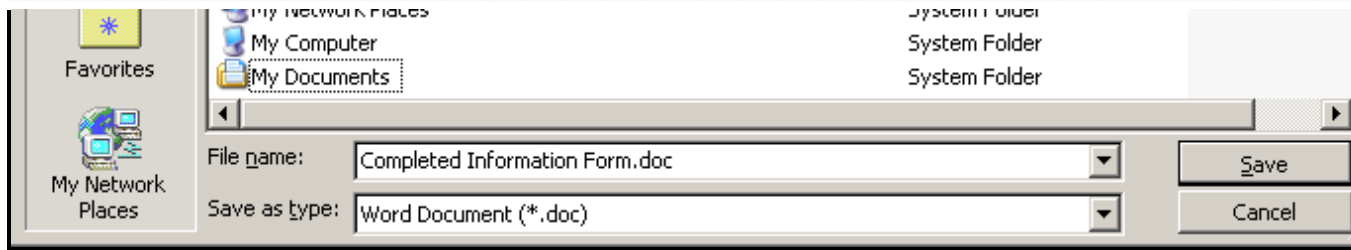
2. Then the Save As screen opens:



3. Click on the Drop Down arrow next to the "Save in:" box and click on Desktop



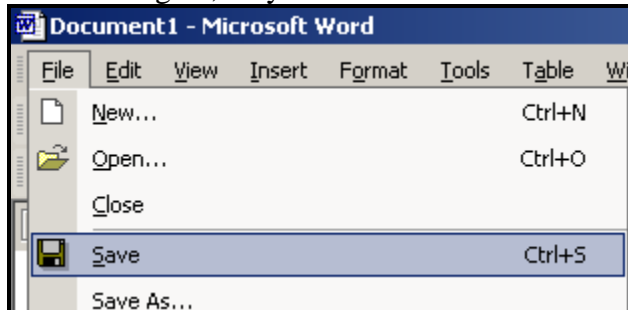
4. Then, in “File name:” type “Completed Information Form.doc”



5. Then click the “Save” Button.
6. The close word.
7. Somewhere on your desktop you will see an icon:



8. By clicking on this you will be able to open the just saved document and modify it.
9. To save it again, all you have to do is click File → Save.



10. When you send the application back to Rick, you should attach it to your e-mail. By putting the document on your desktop, you can easily find it to attach to the e-mail. Since there are many e-mail programs in use, you should follow your e-mail program’s instructions for attaching documents.