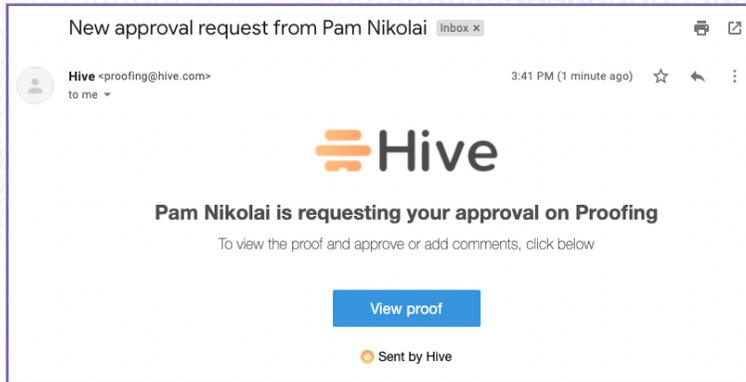


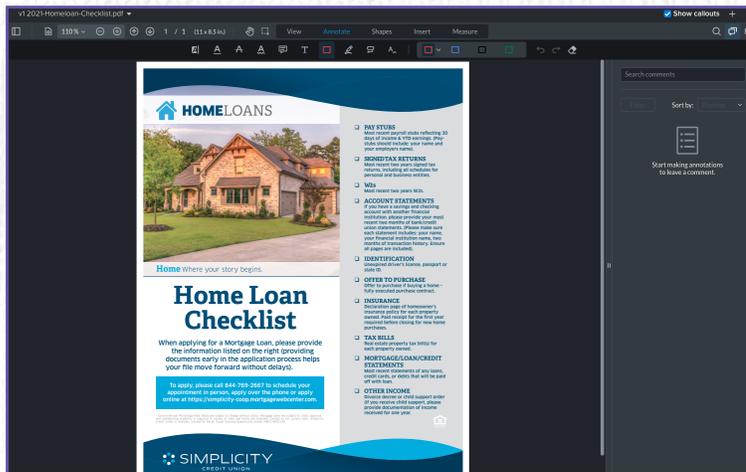
Hive Proofing Guide



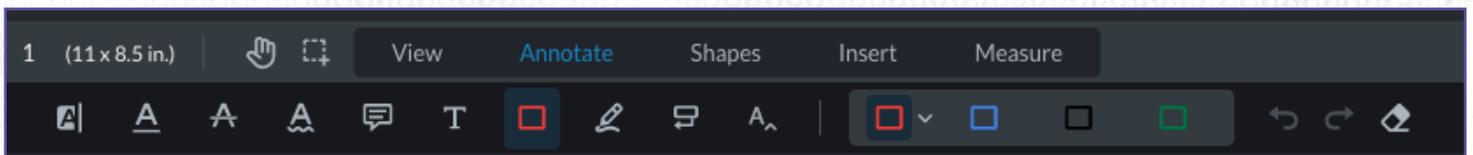
Getting Started



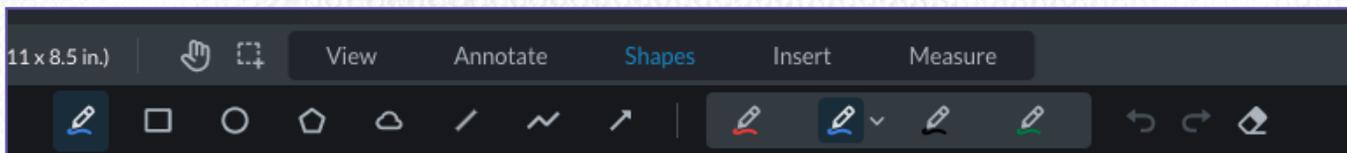
- When we send a proof, you will receive an email similar to the one on the left.
- We recommend only viewing Hive proofs on desktop.
- Add proofing@hive.com to your address book to ensure you receive proofs.



- This is your proofing space.
- From here you can **accept** with the green box or make comments and then hit the red box if you're **requesting changes**.
- To request changes, use the tool bar along the top. There are multiple ways to comment.



- The easiest way to make a comment is to click on the “Annotate” and choose one of the options; highlight text, underline text, strikeout text, under squiggle text (like misspelling), create a note, add text, draw a rectangle or freehand draw around where you’re referring to, use a call out to point at the area you’re commenting on, add text with the caret tool.



- You can also use the “Shapes” to specify what your comment refers to.

v1 2021-Homeloan-Checklist.pdf Show callouts

104% 1 / 1 (11 x 8.5 in.) View Annotate Shapes Insert Measure

HOMELOANS

Home Where your story begins.

Home Loan Checklist

When applying for a Mortgage Loan, please provide the information listed on the right (providing documents early in the application process helps your file move forward without delays).

To apply, please **1** 844-769-2667 to schedule your appointment. In person, apply over the phone or apply online at <https://simplicity-coop.mortgagewebcenter.com>.

- PAY STUBS**
Most recent payroll stubs reflecting 30 days of income **5** D earnings. (Pay stubs should include **5** your name and your employer's name).
- SIGNED TAX RETURNS**
Most recent two years signed tax returns, including all schedules for personal and business entities.
- W2s**
Most recent two years W2s. **2**
- ACCOUNT STATEMENTS**
If you have a savings and checking account with another financial institution, please provide your most recent two months of bank/credit union statements. (Please make sure each statement includes: your name, your financial institution name, two months of transaction history. Ensure all pages are included).
- IDENTIFICATION**
Unexpired driver's license, passport or state ID.
- OFFER TO PURCHASE**
Offer to purchase if buying a home - fully executed purchase contract.
- INSURANCE**
Declaration page of homeowner's insurance policy for each property owned. Paid receipt for the first year required before closing for new home purchases. **6**
- TAX BILLS**
Real-estate property tax bills for each property owned.
- MORTGAGE/LOAN/CREDIT STATEMENTS**
Most recent statements of any loans, credit cards, or debts that will be paid off with loan.
- OTHER INCOME**
Divorce decree or child support order (if you receive child support, please provide documentation of income received for one year).

3 **HOMELOANS**

4 Insert text here

7 When applying for a Mortgage Loan, please provide the information listed on the right (providing documents early in the application process helps your file move forward without delays).

1 844-769-2667 to schedule your appointment. In person, apply over the phone or apply online at <https://simplicity-coop.mortgagewebcenter.com>.

SIMPLICITY CREDIT UNION

Search comments

Filter Sort by: Position

Page 1

- Pam Nikolai Jul 22, 3:24 pm
Insert text here
- Pam Nikolai Jul 14, 2:37 pm
This is a cute icon, can we make it the dark blue?
- Pam Nikolai Jul 22, 3:29 pm
- Pam Nikolai Jul 14, 2:36 pm
This looks great
- Pam Nikolai Jul 22, 3:30 pm
- Pam Nikolai Jul 22, 3:30 pm
- Pam Nikolai Jul 14, 2:34 pm
Remove the https://

Next Steps

- If approved you're all set.
- If you send comments back, we'll review, make changes, and send another version for your approval.

Video Proofing



- Proofing a video is similar to other proofings to start. You will receive an email, once you click through, your proofing space will look and function like any other proofing space.



- The main difference with video is you can watch the video and comment at different time stamps.
- From here you can **accept** with the green box or make comments and then hit the red box if you're **requesting changes**.

Next Steps

- If approved you're all set.
- If you send comments back, we'll review, make changes, and send another version for your approval.