First-Time Homebuyers
GUIDE

(210) 736-7700
JeffersonBank.com

JEFFERSON BANK

Congratulations!
If you're reading this guide, you've reached a point in life where you're thinking about buying your own home.

It's a very exciting decision.

But it also deserves careful consideration and research. We've created this guide to answer the major questions most first-time homebuyers have as they journey through the home-buying process. We've also included a glossary of common home-buying terms you will probably hear along the way. Just turn to the back of this guide for definitions.

Please feel free to contact Jefferson Bank Mortgage at (210) 736-7700 if you have any questions.

Happy house hunting!

THE BIG DECISION:

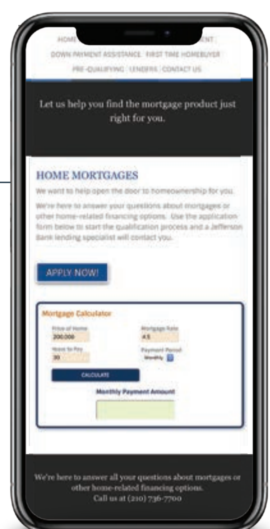
Are you ready to buy a house?

Questions to ask if you are considering buying a home:

- Am I really ready to buy?
- Am I better off renting?
- How much home can I afford?
- What is my credit score?
- Should I get pre-qualified?
- What do I need to know before I apply for a loan?
- What do I need to do before I start shopping for a home?
- Do I need a real estate agent?
- How do I go about finding the perfect home and making an offer?
- What do I do after my offer is accepted?

Estimate your monthly payment with our mortgage calculator at

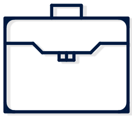
JeffersonBank.com/mortgages



FIRST, DOES BUYING OR RENTING BEST MEET YOUR NEEDS?

Along with all the financial and emotional benefits of owning versus renting, home ownership involves a number of new responsibilities, like paying property taxes and homeowners insurance, as well as all maintenance costs. Make sure you're ready to make these a part of your financial life.

Your job and lifestyle should also be considered, especially if you have a career that requires frequent moves or if you enjoy an occasional change of scenery.



Make sure you're able to afford a home in your desired location with a reasonable commute time to work, and the amenities and schools that meet your family's needs.

Home ownership means you're now the landlord. All the maintenance and repairs become your responsibility.

CAN YOU AFFORD TO BUY A HOUSE?

If you're renting, the amount of your current rent is a good and safe number to start with on deciding how much you can afford on a monthly basis.

Carefully review your family income and expenses. If you don't have a monthly budget, this is the perfect time to put one together to create a clear and complete financial picture.

Your credit history, outstanding debt, and savings will also affect the amount and type of mortgage for which you can qualify.

Job stability and a steady income are important factors when considering a home purchase.

Be sure you consider these additional expenses in your budgeting.

One-Time Expenses

EARNEST MONEY

When you submit an offer on a house, it is standard practice to include an earnest money deposit to show sellers you are serious about the purchase. Your real estate agent can advise on an appropriate amount.

CLOSING COSTS

Your lender's closing costs may include fees for document preparation, loan origination, and underwriting. Other costs may include fees for property appraisals, credit reports, flood certification, termite inspection, title insurance, and other items.

Your lender will provide details of all costs to review before closing.

MOVING COSTS

Get bids from several companies for your move to your new home. Read online reviews and make sure they're bonded and insured.

Even if you move yourself, there are still costs to consider including truck rentals and the purchase of packing supplies.

Be sure to include deposits for establishing new utilities such as water, electric, and internet.

Recurring Expenses

TAXES

Property taxes will vary depending upon the location and value of the home you are purchasing.

INSURANCE

Insurance is required by your lender in order to obtain a mortgage loan. How much you pay for insurance will be determined by the age and location of your house, as well as the type of coverage you choose.

MAINTENANCE COSTS

All homes, especially older ones, require routine maintenance and repairs. They include everything from lawn care to pest control to plumbing repairs. It’s important to budget for these expenditures on a monthly basis.

It’s also wise to keep an emergency fund for the replacement of major items such as appliances and heating/air conditioning units.

HOMEOWNERS ASSOCIATION (HOA) FEES

If there is an HOA associated with your new home, you’ll have to pay monthly or annual dues to cover neighborhood maintenance. These fees will vary depending upon the size of the neighborhood and the amenities available.

What are the benefits of owning a home?

YOU CAN BUILD EQUITY

Equity is the difference between what you owe on your mortgage and what your home is currently worth.

Every time you make a mortgage payment, you are increasing your equity until the loan is paid off.

YOU COULD RECEIVE TAX BENEFITS

Unlike rent, home mortgage payments give you the opportunity to deduct interest and local property taxes from your income taxes.

This is especially beneficial in the beginning stages of the loan when your payments are primarily interest.

Be sure to consult with your tax professional about your specific situation.

It's yours! EXPRESS YOUR PERSONAL TASTE!

Unlike renting, you'll be free to do what you want with your home…from choosing wall colors to landscaping to adding space to building decks or putting in a pool. ***Hint:*** *Make sure to check local building codes and HOA restrictions.*

THE PREPARATION:

What you need to know before applying for a mortgage loan.

What is a credit score?

Your credit history is the summary of the money you owe (credit cards, loans, etc.), how long you've owed it, and whether or not you make payments on time.

Your credit score is based on all the facts in your credit history. It's listed as a 3-digit number that tells lenders whether you have an excellent, good, fair, or poor credit rating.

Your credit score will have a significant impact on a lender's decision to approve you for a mortgage loan.

Generally, a higher score means you have a better chance of getting approved and securing a lower interest rate.

Most loan programs require a minimum credit score of 620* or greater to qualify.

If your credit score is below 620*, there may be options available, especially for first-time buyers. Ask your Jefferson Bank Mortgage Lender about these options and for advice on how to improve your credit score.

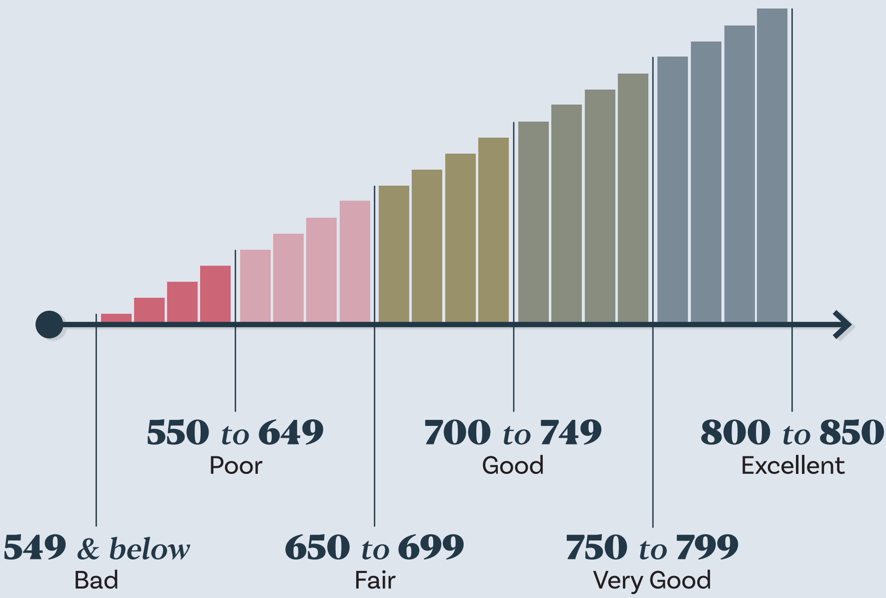
**These credit score requirements reflect the standards as of the time this booklet was printed. Requirements are subject to change based on market conditions.*

Check your credit score here:

Experian.com | **Equifax.com** | **TransUnion.com**

You can also request a free copy of your credit report from each of three major credit reporting agencies once each year at **AnnualCreditReport.com** or call toll-free **(877) 322-8228**.

What your credit score means:



How much do I qualify to borrow?

The best way to find out is to get pre-qualified.*

It's free and will help make the entire home-buying process much less stressful.

With a few key pieces of information, such as your income, debt, and assets, the lender can give you a general idea of how much house you can afford.

You'll know what price range you qualify for so you can concentrate on homes within your budget.

When sellers know you're pre-qualified, they look at you as a serious buyer.

It's a great negotiating tool, especially if you find yourself bidding against other buyers.

**Pre-qualification does not guarantee financing. In order to be fully approved for a mortgage, you will have to complete an application, provide detailed documentation such as pay stubs, tax returns, bank statements to the lender, and be subject to credit review and approval.*

WHAT IS INCLUDED IN A TYPICAL MONTHLY MORTGAGE PAYMENT?

Principal. The balance of your mortgage loan, not including accrued interest or fees. Also refers to the amount of your monthly mortgage payment that will be applied to the actual balance.

Interest. The money you pay a lender in exchange for a loan, expressed as a percentage of the amount you've borrowed.

Property Taxes. Based on the assessed value of your home, these taxes are paid either directly or as part of your monthly mortgage payment for community services such as schools, public works, and other local government costs.

Homeowners Insurance. Provides coverage for your property against things such as fire, theft, and storm damage. The cost is usually included in your monthly mortgage payment.

Mortgage Insurance (MI). Mortgage insurance is required if you have a down payment of less than 20%. It can be paid up front by the buyer or the seller. If not, it is figured as a part of your payment.

How much do I need for a down payment?

Many people think they're not in a position to buy because they don't have enough money saved for a down payment.

It's a misconception that you need 20% down before you can apply for a mortgage.

The amount you need for a down payment will vary based on the type of loan you are applying for. Some require only 3-5% down. VA loans can be approved with as little as 0% down for buyers who meet eligibility requirements.

Your Jefferson Bank Mortgage Lender will help you assess your current financial situation to determine the appropriate loan option and required down payment.

What are ways to acquire funds for my down payment?

Savings. Put this wise financial advice to work for you: pay yourself first. It simply means decide how much you want to put away each month towards a down payment and make it part of your monthly budget. Sure, it takes discipline, but it's well worth it.

Gifts. Parents, grandparents, or other family members are often eager to help with the down payment of a first home. Your lender will require a letter confirming this is truly a gift and not a loan.

Special Programs. There are many grants and assistance programs available to help first-time homebuyers with down payments. Ask your Jefferson Bank Mortgage Lender for details. Eligibility requirements will apply.

WAYS TO SAVE FOR A *down payment*

- First, it's important to set a target goal for the amount you want to put down, based on the price range you have determined you can afford.
- Transfer a fixed amount into a special savings account every month. Don't use these savings for anything other than your down payment.
- Skip vacations for a year.
- Review your expenses, such as dining out, entertainment, and clothes. Reduce or eliminate and put that money into your down payment savings account.
- Turn unwanted items into cash with a garage sale or sell them online.
- Reduce your high interest rate credit card debt. Transfer to a low or no interest card and pay it off as soon as possible.

What types of mortgage loans are available?

AT JEFFERSON BANK, WE OFFER:

- **FHA** (Federal Housing Administration) **Loans**
  These government-insured mortgage products feature low down payment options and easier credit qualifications than conventional loans.
- **VA** (Veterans Administration) **Loans**
  Specifically designed for active duty or retired service members, these loans offer up to 100% financing and have more flexible qualification requirements than conventional loans.
- **Fixed Rate Mortgage**
  With a fixed rate loan, your interest rate is locked for the life of the loan.
- **ARM** (Adjustable Rate Mortgage)
  With an ARM, your interest rate on the loan is locked for a set term after which it adjusts up or down based on the financial index it is associated with.

Qualifications vary by loan type. Your Jefferson Bank Mortgage Lender can discuss in more detail with you.

What documents will I need to provide when I apply for a loan?

FOR A CONVENTIONAL LOAN YOU'LL NEED THE FOLLOWING STANDARD DOCUMENTATION:*

- Confirmation of your employment income for the past month, such as pay stubs.
- Copies of your tax returns for the past two years.
- Bank statements for the past two months.
- Copy of your driver license or state-issued ID for each borrower.

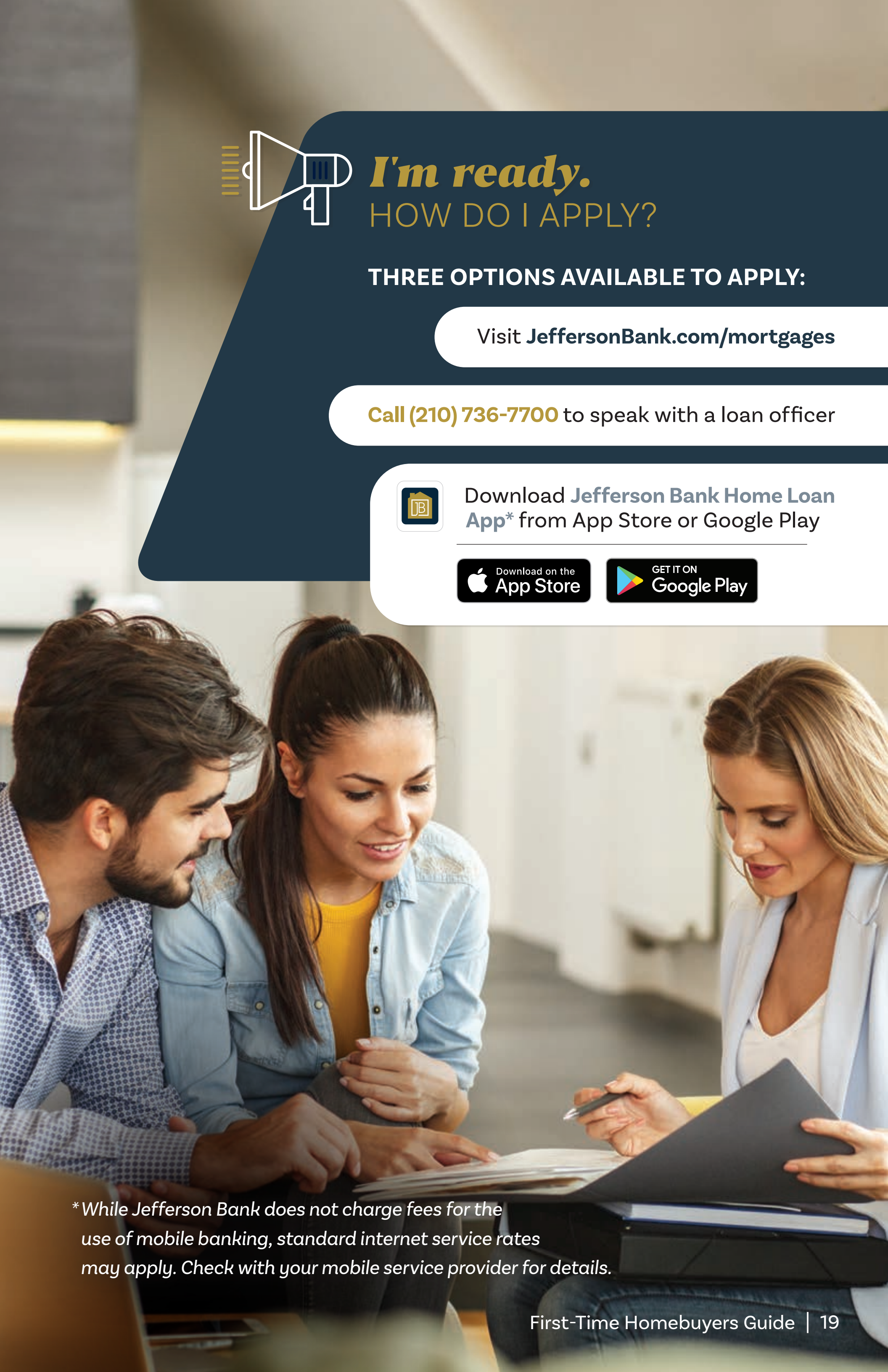
IF YOU'RE APPLYING FOR A VA LOAN, YOU'LL NEED ALL OF THE ABOVE, PLUS:

- Most recent Leave and Earnings Statement.
- Statement of Service letter.
- Copy of Transfer Orders.
- Certificate of Eligibility.
- Service Records Request.

IN CERTAIN CIRCUMSTANCES, YOU MAY NEED ADDITIONAL DOCUMENTS:

- If you're divorced, a copy of final divorce decree.
- Documents pertaining to any resolved or unresolved issues of a credit dispute.
- If you have filed for bankruptcy, a copy of all bankruptcy documents including discharge notice.

** Additional documents may be required by your lender.*



I'm ready.
HOW DO I APPLY?

THREE OPTIONS AVAILABLE TO APPLY:

Visit **JeffersonBank.com/mortgages**

Call (210) 736-7700 to speak with a loan officer

Download **Jefferson Bank Home Loan App*** from App Store or Google Play

Download on the App Store

GET IT ON Google Play

**While Jefferson Bank does not charge fees for the use of mobile banking, standard internet service rates may apply. Check with your mobile service provider for details.*

THE PROCESS:

What happens when I’m ready to buy?

What will my real estate agent do?

Your agent is your partner and advisor during the home-buying process. Be sure to choose an agent who works full-time in real estate, knows the neighborhoods you are interested in, has a solid track record, and understands the type of home you desire and your budget.

YOUR REAL ESTATE AGENT WILL HELP YOU:

- Search for houses that meet your criteria.
- Arrange times to show you houses.
- Advise you on the purchase offer and prepare the necessary paperwork.
- Negotiate on your behalf.
- Collect earnest money.
- Order the home inspection.
- Negotiate any necessary repairs based on the inspection findings.
- Coordinate closing.

WHAT DO I DO ONCE MY OFFER IS ACCEPTED?

There is a great deal of activity that will be happening behind the scenes between the lender, the buyer and seller real estate agents, and the title company.

Respond to requests from your real estate agent and lender in a timely manner. Submit all required documents to your lender.

Be patient.

What will my lender do?

Your lender will be there to guide you through every step of the mortgage process. They will:

- Review the loan application and prepare all the necessary documents.
- Arrange for an appraisal to determine the estimated value of the home.
- Continually communicate the status of the loan process to you and your real estate agent.
- Prepare all the final documents that disclose the closing costs, loan payment specifics, and other items and present to you for review before the closing.
- Arrange for closing, usually at a title company, if your real estate agent has not already done so.

Once you've applied for a mortgage, don't:

- ✗ Change jobs, quit your job, or become self-employed.
- ✗ Buy a new vehicle or furniture.
- ✗ Use credit cards excessively or fall behind on payments.
- ✗ Spend money you have set aside for closing.
- ✗ Have any inquiries into your credit.
- ✗ Co-sign a loan for anyone.

THE CLOSING:

When can I move in?

What is a closing?

A closing is the final step in the home buying process. It's when all the papers are signed, funds are exchanged, and you officially take possession of your new home!

Your real estate agent or lender will schedule the closing and it usually takes place at a title company.

The closing is attended by your real estate agent, a representative of the title company, and of course, you and anyone else whose name will appear on the title.

The entire process takes about an hour.

And remember, if a closing is scheduled, you've already been approved! So, relax and enjoy the process.

WHAT HAPPENS DURING THE CLOSING?

- You'll review and sign all the closing documents with the officer of the title company.
- You will need to bring a cashier's check or set up a wire transfer to pay down payment and closing costs.
- Everyone who is listed on the title document will need to bring a valid form of identification.

WHAT HAPPENS AFTER THE CLOSING?

- Your loan will be funded, and the seller will be paid.
- You'll get the keys to your new house.

You are now a homeowner!

Time to celebrate and move into your new home.

HOME-BUYING TERMS

Adjustable-Rate Mortgage (ARM) — A mortgage loan with an interest rate that is locked for a set term after which it adjusts up or down based on the financial index it is associated with.

Annual Percentage Rate (APR) — A measure of both the interest charged as well as any other costs associated with the loan, such as discount points or lender origination fees, expressed as a single percentage rate. Because APR is designed to show you the total cost of a loan, it can be useful when comparing loans from different lenders.

Appraisal — An analysis used to determine the estimated value of a home. The appraisal is generally performed by a qualified professional who is familiar with home values in the area.

Appraised Value — The fair market value of a property based upon a determination made by an appraiser.

Assessed Value — The valuation placed on property by a public tax assessor for purposes of taxation, which may be different from the appraised value.

Asset — Anything of monetary value that is owned by a person, including real property, personal property, bank accounts, investments, and enforceable claims against others.

Buyer's Agent — A real estate professional who represents the buyer, and only the buyer, in the purchase of a home. As a buyer, there's typically no cost to you in working with a Buyer's Agent, since he or she receives part of the commission paid by the seller when the house is sold. However, be sure to discuss compensation with any real estate agent before you start looking at homes.

Certificate of Eligibility — A document issued by the federal government certifying a veteran's eligibility for a VA loan.

Certificate of Reasonable Value (CRV) — A document issued by the Department of Veterans Affairs (VA) that establishes the maximum value and loan amount for a VA loan.

Certificate of Title — A statement of opinion indicating that a title to real property is legally held by the current owner.

Closing Costs — Fees paid to the bank or third parties for services provided during the application and closing process.

Closing Disclosure — A document that provides line-by-line detail related to the closing costs for a specific real estate transaction, such as the fees paid by the seller and the buyer for a purchase transaction, or the fees paid by the borrower for refinances.

Closing — A meeting held by the parties involved in a real estate transaction to finalize the loan process.

Collateral — Something of value that you can use to secure a loan. When the loan is for a mortgage, the collateral is always the home itself. The collateral becomes property of the bank if you default on your loan.

Co-maker or Co-signer — A person who signs a promissory note in addition to the primary borrower. A co-maker's signature guarantees that the loan will be repaid and that the borrower and the co-maker are equally responsible for the repayment.

Community Property — A form of ownership where property accumulated through joint efforts of a married couple is presumed to be owned equally. Texas is a community property state.

Comparables or Comparable Properties — Properties that have been sold recently and are very similar to a property that is being appraised—approximately the same size, location, and features. Comparables are used to help an appraiser determine the fair market value of the subject property.

Construction Loan — A short-term loan that provides financing for the construction of a new home. During the term of the loan, the lender makes payments to the builder as the work progresses, and the borrower makes interest payments on only the funds that have been disbursed to the builder. Usually, the construction loan is refinanced into a permanent loan after the home is completed.

Conventional Mortgage — A mortgage loan that is not insured or guaranteed by a government agency.

Credit Bureau — An agency that gathers, maintains, and reports your credit record.

Credit Rating — A numerical score or rating given to a person by a credit bureau that helps a bank determine how likely you are to repay a new loan. To calculate your score, a credit reporting agency considers factors such as how you pay your bills, your outstanding debt, how long you've had credit, the types of credit you've had, and how many times you've applied for credit.

Credit Report — A record of an individual's current and past debt repayment patterns that helps a lender to determine whether a borrower has a history of repaying debts in a timely manner.

Debt — An obligation to pay another.

Deed — An official and public document that establishes property ownership.

Default — When a borrower stops making payments on a mortgage loan or fails to comply with other requirements of the mortgage.

Delinquency — The failure to make payments on debts when they are due.

Department of Veterans Affairs (VA) — An agency of the federal government that provides services and loan guarantees for residential mortgages for eligible members of the armed forces and veterans.

Discount Points — A portion of your interest that you pay to the lender up front in exchange for a lower interest rate.

Down Payment — The amount of money a homebuyer will pay in cash toward the purchase of a home.

Earnest Money — A sum of money put up by the buyer when an offer is made on a home or property. Earnest money, which is held by the title company until closing, is a token of good faith, indicating that the buyer is seriously pursuing the purchase. The earnest money is deducted from the purchase price at closing.

Earnest Money Contract or Sales Contract — A written contract signed by the buyer and seller stating the terms and conditions under which a property will be sold.

Equity — The difference between a property's market value and the amount that is owed on mortgage(s).

Escrow Account — A special account that lenders set up to pay your property taxes and/or insurance. With an escrow account, you pay a portion of your taxes and/or insurance every month instead of once or twice a year. Each month, part of your monthly mortgage payment goes into your escrow account. When your taxes and insurance premiums are due, your lender pays those bills for you with the money in your escrow account. Escrows are required for loans with a loan-to-value ratio greater than 80%.

Federal Housing Administration (FHA) — An agency of the U.S. Department of Housing and Urban Development (HUD) that insures certain mortgages obtained with low down payments. The loan must meet the established guidelines of the FHA in order to qualify for the insurance.

FHA Loan — A mortgage insured by the Federal Housing Administration.

Fixed-Rate Mortgage — A mortgage in which the monthly principal and interest payments remain the same throughout the life of the loan, typically available in terms of 15 and 30 years. With a 30-year fixed-rate mortgage, your monthly principal and interest payments are lower than they would be on a 15-year fixed-rate loan. But, a 15-year loan allows you to repay your loan twice as fast and save more than half the total interest costs.

Flood Certification — A determination of whether or not a property is located in an area prone to flooding or a flood plain. The federal government determines whether an area is in a flood plain. Lenders generally rely on the flood certification to determine if flood insurance will be required in order to obtain a mortgage.

Flood Insurance — Insurance that protects a homeowner from the cost of damages to a property due to flooding or high water. It is required by law that properties located in areas prone to flooding have flood insurance. Must be escrowed.

Foreclosure — The legal proceeding by a mortgagee or other lienholder to take possession of a property due to borrower default.

Homeowners Insurance or Hazard Insurance — Insurance that protects a homeowner against the cost of damages to property caused by fire, windstorm, and other common hazards, but does not provide flood protection.

Home Inspection — A visual examination of the readily accessible areas of a home by a certified professional to provide an accurate evaluation of the home's condition at the time of purchase.

Homeowners Warranty — A type of insurance policy that covers repairs to certain parts of a home for an agreed-upon period of time.

Homeowners Association (HOA) — A nonprofit association established to manage the common areas of a condominium project or Planned Unit Development (PUD).

Interest rate — The money you pay a lender in exchange for a loan, expressed as a percentage of the amount you've borrowed. The rate is often based upon the risk and the cost to the lender for a loan.

Joint Account — A credit account held by two or more borrowers, where all assume legal responsibility to repay.

Judgment — A decree made by a court of law that requires the repayment of a debt. The court may place a lien against the debtor's real property as collateral for the judgment's creditor.

Lender Fees — Fees that are charged by the lender for costs associated with obtaining your loan.

Liabilities — In financial situations, these are the financial obligations, including both long-term and short-term debt, as well as any other amounts that are owed to others.

Lien — A claim against a property for money due. The lien can be voluntary such as a mortgage or involuntary such as a judgment.

Lifetime Interest Rate Cap — On an ARM, a provision that limits how much the interest rate can increase or decrease over the term of the loan.

Loan Estimate — A written estimate of the closing costs the borrower will have to pay at closing. The lender is required to provide this disclosure to the borrower within three days of receiving a loan application.

Loan Origination — The steps taken by a lender to create a mortgage loan secured by real property.

Loan Term — Typically, the total number of months or years in which a borrower must repay a loan.

Loan-to-Value Ratio (LTV) — A ratio used by lenders to calculate the loan amount requested as a percentage of the value of a home.

Lock Period — The number of days that the lender will guarantee the interest rate offered for a loan. In order to hold the guaranteed interest rate for a loan, the loan closing must occur during the lock period.

Mortgage Insurance (MI) — An insurance policy that covers the lender in case you can't pay your loan payments, and the bank can't recoup the entire value of the loan on the house in foreclosure. Lenders will generally require that you get this insurance if you put less than 20% down as a down payment.

Mortgage Loan Officer — An individual who serves as your day-to-day contact with a mortgage lender. In addition to helping you select the right loan for your needs, the Mortgage Loan Officer can also help you decide whether to buy discount points, figure out what you can afford in a house and complete your mortgage application.

Mortgage or Deed of Trust — The legal document used by a borrower to pledge their property as security in order to obtain a loan.

Mortgagor or Borrower — The person who receives loan proceeds from a lender in exchange for a security interest in a property.

Note — The written agreement signed by the borrower at closing that contains the promise to repay the loan. The note also contains the terms of the loan such as interest rate, payment and term, or repayment period.

Origination Fee — A fee charged by a lender as a way to offset processing expenses or to increase their profitability for originating a mortgage loan.

Power of Attorney — A legal instrument that gives another person either complete or limited authority to act on one's behalf.

Prepaids — Expenses of property ownership or expenses incurred while obtaining a mortgage that must be paid at closing. Prepaids typically include real estate taxes, hazard insurance, and interest.

Pre-Qualification — Procedure to determine how much money a potential homebuyer will be eligible to borrow prior to actually applying for a loan.

Principal — The balance of a mortgage loan, not including accrued interest or fees. Also refers to the amount of the monthly mortgage payment that will be applied to the actual loan balance.

Property Taxes — Taxes based on the assessed value of the home, paid to the county for community services such as schools, public works, and other local government costs.

Rate Lock — A lender guarantees a specific interest rate if the loan closes within a set period of time.

Recording Fees — A fee charged by a government agency for registering or recording the details of a real estate transaction into public record so that any interested party is aware that a lender has an interest in the property.

Seller's Agent — A real estate professional that represents the seller, also known as a Listing Agent. If you are working with a Buyer's Agent, you generally won't have any direct contact with the Seller's Agent. However, your agent will work closely with the Seller's Agent on your behalf.

Servicer — The original lender or a servicing company that collects principal and interest payments, and performs other administrative functions associated with mortgage loan escrow accounts.

Settlement — Also known as "closing," this is the process whereby the property changes hands from the seller to the buyer.

Survey — A written map of the property showing locations of buildings and boundaries.

Title — A legal instrument identifying the owner(s) of a property.

Title Company — A company that specializes in examining real estate titles in order to issue title insurance.

Title Examination — The search of public records by a title company to ensure that a buyer is purchasing property from the legal owner and that there are no liens, overdue assessments, or other claims filed that would adversely affect the transfer of the title.

Title Insurance — An insurance policy that protects the lender (and sometimes the property owner as well) against loss due to disputes over the ownership of a property and defects in the title that were not found in the search of the public record.

Underwriting — Detailed process of evaluating a borrower's loan application to determine the risk involved for the lender. Underwriting involves analysis of the borrower's credit history and examination of the value and quality of the subject property.

VA Loan — A mortgage loan that requires low or no down payment for veterans and service personnel, which is guaranteed by the VA.

House Hunting
Home Evaluation

OVERALL RANKING
/ 10

Address

Contact

	#	SIZE	CONDITION	STORAGE
bedrooms				
baths				
kitchen				
living room				
dining room				
den/office				
patio/deck				
parking				
yard				

THINGS TO CONSIDER

appliances

heat source

additional fees

TRAVEL TIME TO

work

schools

shops

OBSERVATIONS AND IMPRESSIONS

QUESTIONS AND CONCERNS

Download additional copies of this form at JeffersonBank.com/mortgages/evaluation.pdf

Notes

JEFFERSON
BANK

JeffersonBank.com

All loans subject to credit approval.

JEFS-BR-030 (R01/23)