# Credit Repair Checklist

# CREDIT REPAIR CHECKLIST

***For Homebuyers Declined for a Mortgage***

# PAGE 1 – KNOW WHERE YOU STAND

## 1. Understand Why You Were Declined

☐ Ask lender for written reasons
☐ Identify your top 3 issues (credit, debt load, late payments, income proof, etc.)

## 2. Pull Your Credit Reports

(Do both — they can differ)
☐ Equifax report downloaded
☐ TransUnion report downloaded
☐ Check for:
  ☐ Wrong personal info
  ☐ Accounts that aren't yours
  ☐ Wrong late payments
  ☐ Duplicate collections
  ☐ Items older than 6–7 years that should have fallen off
☐ Highlight everything suspicious

## 3. Fix Errors

☐ Submit disputes to Equifax
☐ Submit disputes to TransUnion
☐ Attach proof for disputed items
☐ Follow up after 30 days
☐ Confirm updates or removals

# PAGE 2 – REPAIR YOUR CREDIT & BUILD STABILITY

## 4. Lower Credit Card & Line of Credit Balances

☐ List all balances + limits
☐ Calculate utilization %
☐ Reduce each card/line to under 30%
☐ Reduce highest-utilization card first
☐ Set up automatic weekly/biweekly payments
☐ Avoid new charges while repairing

## 5. Fix Late & Missed Payments

☐ List all bills with due dates
☐ Set automatic minimum payments
☐ Add calendar reminders 3–5 days early
If behind:
☐ Call lender
☐ Request a payment plan
☐ Bring account current

## 6. Handle Collections Properly

☐ List all collection accounts
☐ Decide: pay in full, settle, or payment plan
☐ Negotiate before paying
☐ Get settlement/paid letter in writing
☐ Check that bureaus update status

## 7. Use Credit Wisely

☐ Avoid applying for new credit
If rebuilding:
☐ Get ONE secured or low-limit card
☐ Use it for predictable expenses
☐ Pay in full every month

## 8. Make a Simple Debt Paydown Plan

Choose one:
☐ Avalanche: highest interest first
☐ Snowball: smallest balance first
☐ Automate payments on payday

## 9. Build a Mortgage-Ready Budget

☐ List income vs. expenses
☐ Reduce variable spending
☐ Create monthly surplus for debt payoff
☐ Start/continue saving for:
  ☐ Down payment
  ☐ Emergency fund
  ☐ Future closing costs

## 10. Track Your Progress

☐ Re-check credit every 3–6 months
☐ Update your balances/utilization
☐ Record positive payment history
☐ Keep a simple log of improvements

## 11. Get Guidance if Needed

☐ Consult mortgage broker specializing in credit rebuild
☐ Optional: Credit counsellor or financial coach
☐ Ask what numbers you need to hit to qualify

## 12. Pre-Reapply Checklist

Before trying again:
☐ No late payments in 12 months
☐ Utilization under 30% (ideally 10–15%)
☐ No unpaid collections
☐ Lower overall monthly debt
☐ Stable income (proof ready)
☐ Savings for down payment
☐ Mortgage broker confirms you’re ready