

Mortgage Loan Document Checklist

Valid driver's license or other government issued photo identification, date of birth, and social security number

Most recent statements for the last 60 days on all checking, savings, stock, mutual funds, IRAs or other liquid asset accounts. (Written letter of explanation may be required for large deposits).

Accurate addresses and landlord/mortgage company information for past two years.

Loan information, including balance, monthly payment and any rents collected for other real estate owned if applicable.

Gather copies of the fully executed sales contract and earnest money check, if purchasing.

Documentation on any additional source of income to be used in qualifying for the loan.

Paystubs for past 30 days; VV2. forms for the past 2 years, and full federal tax returns for the past 2 years.

Documentation pertaining to any resolved or unresolved credit disputes you may have had.

If you are self-employed or own 25% or more of a business: Copies of business tax returns for the past 2 years including all schedules, copies of 2 previous years corporate/partnership tax returns, YTD profit and loss statement.

If divorced: a copy of final decree, particularly the financial settlement page, inc: alimony, child support, and the division of liabilities and assets

If applying for a VA Loan: Certificate of Eligibility and DD-214 or Statement of Service.

If previous bankruptcy: a copy of all bankruptcy papers of a copy of discharge.

If you sold a property in the last 3 months: A copy of the settlement statement.

If Refinancing: copy of HUD-1 Settlement Statement, current mortgage statement for subject property, current homeowner's insurance and property tax statements.

Different Programs may require varying amounts of documentation. The loan program you select may require more or less documentation.

Important - providing the requested documents is not required until after you have received a Loan Estimate.

REMEMBER TO

Continue to make all of your payments in full and on time!

Continue using your credit cards as you typically would (unless otherwise advised by your Loan Officer.)

Comply with documentation requests as quickly as possible.

Comply with requests for clear or complete documentation.

Inform us if you intend to receive gift funds for the down payment or closing costs.

Inform us of any anticipated job, income, or significant life changes.

DO NOT

Open or apply for new lines of credit (ex: vehicles, appliances, furniture, credit cards).

Drastically increase any of your current debt or credit obligations.

Co-sign for anyone on anything.

Dispute anything on your credit report. If something appears inaccurate, let your Loan Officer know.

Payoff any debt, collections, or credit unless it is due or your Loan Officer advises you.

Change your job, industry, or compensation without notifying your Loan Officer .

Cancel or close any assets, accounts, or liabilities.

Make cash deposits into your bank accounts or move funds without first consulting with your Loan Officer.

Be surprised by requests for additional information. Certain requests are unanticipated until after your documentation is reviewed.

**IF YOU HAVE ANY QUESTIONS OR ARE UNSURE ABOUT WHAT IS REQUIRED
CALL US**