

Please refer to this checklist when preparing to apply for a mortgage loan. Submitting all required documents at one time will avoid any delays in the processing of your application.

DOCUMENTATION REQUIRED TO PREPARE A COMPLETE LOAN APPLICATION PACKAGE

THIS APPLIES TO ALL BORROWERS ON THE APPLICATION

1. Completed and signed application form, including a complete list of currently owned real estate.
2. Completed and signed credit authorization form for each borrower.
3. Most recent two years of tax returns, complete with all pages and schedules as well as W2's and 1099's. If an extension has been filed then documentation of the extension must be submitted and two years of actual returns will still be required.
4. Bank statements (checking and savings) for most recent two months.
5. Paystubs for most recent 30 day period. Self-employed applicants and small business owners must provide a Personal Financial Statement and Current Income Statement.
6. Most recent statement page from all asset accounts (stocks, bonds, 401-k's etc.).

ADDITIONAL DOCUMENTATION THAT MAY BE REQUIRED

1. In case of divorce: Copy of the divorce decree, alimony payments, child support.
2. If retired or disabled: Copy of Social Security Benefits or Insurance Awards letter.
3. If you already have an agreed to purchase contract: Copy of the purchase contract signed by both buyer and seller.
4. For investment properties only
 - a. Copies of any and all leases if the subject property has current tenants.
5. For Refinancing an existing mortgage:
 - a. Copy of the Declarations Page of the Homeowners Insurance Policy.
 - b. Copy of most recent mortgage statement.

NOTE: Please be aware that each lender may require additional documents beyond what is outlined herein. It is always in the applicants best interests to provide the lender everything that their lender requests at the same time as doing so will avoid miscommunications about what has been submitted to date and what still needs to be submitted thus avoiding confusion and processing delays.