



MORTGAGE LOAN APPLICATION CHECKLIST

The following information/documentation may be requested to complete your loan application.

Property Information

- ☐ Purchases - contract of sale signed by all parties; include seller(s) name, address, phone, legal description and physical address and copy of earnest money check.
- ☐ Refinances - Legal description and legal names of owners from recorded deed, survey, or title work.
- ☐ Evidence of homeowners insurance or estimate for new policy.

Borrower Income/Employment Information

- ☐ Most recent paystub(s) showing at least 30 days of pay.*
- ☐ Previous two years W2 forms.* (Tip: go to www.IRS.gov to access copies of your W2.)
- ☐ Self-employed: Submit two years Federal IRS 1040 Tax Returns (Business and Personal Returns) and all supporting Federal Schedules.
- ☐ Signed Form 4506-C Request for Transcript of Tax Returns.
- ☐ Real estate rental income: Copy of the most recent IRS Federal 1040 pages 1 & 2 and the Schedule E(s).
- ☐ Copy of divorce decree required if considering alimony or child support as a source of income.
- ☐ Explanation and documentation for any other income.

Borrower Asset Information

- ☐ Two months current bank statements to verify account numbers/balances of checking/savings accounts dated within 30 days of loan application date.*
- ☐ Most recent statement of accounts with stock brokerage firms.*
- ☐ If current mortgage or rent payment is to an individual, provide evidence of last 12 month's payments.
- ☐ Explanation of source of funds for down payment and closing costs.
 - (1) If funds to close are from a gift, provide a gift letter and copy of gift check.
 - (2) If selling present home, provide a copy of sales contract or closing statement from sale of property.

Other Information

- ☐ Active military may need to provide addition documentation.
- ☐ Explanation letter for any late payments, judgments, liens, bankruptcy or foreclosure with copies of proceedings and status.
- ☐ Cash-out refinance requires explanation of purpose of cash out.
- ☐ For a VA Interest Rate Reduction Refinance Loan, please provide VA form #26-1820 Report and Certification of Loan Disbursement from your previous mortgage closing.

Loan Application And Disclosures

- ☐ Financial information completed with addresses, zip codes, account numbers, balances, and payment amounts.
- ☐ Application signed and dated by all applicants and attached disclosures.
- ☐ Copies of photo ID for all borrowers.

* Original documents will be returned if requested.

We Do Business in Accordance With the Federal Fair Housing Law & the Equal Credit Opportunity Act.

