

Loan Application Checklist

Property Information

You will need the following if you already have a contract on a house:

- Purchase Agreement
- Copy of legal description and MLS sheet
- If you are selling your **current home**, a copy of listing contract, along with mortgage statement with taxes and insurance
- If you have sold a home recently, copy of closing disclosure

Income & Assets

- Pay stubs for the last 30 days
- Statements for each bank, mutual fund, and investment account for last two months
- W-2s - previous 2 years w/ Names and addresses of each employer
- Tax Returns - previous 2 years including all schedules and pages
- 401K / Retirement Accounts - Statements for the last 60 days
- Mortgage Statements for Any Additional Properties Owned (include taxes & insurance if not included in mortgage payment)
- If you have made any large deposits to your accounts:
 - Explanation and source for deposit
 - If large deposit was a gift:
 - Signed gift letter (lender can supply)
 - Copy of gift check
 - Copy of deposit receipt

If you own more than 25% of a business:

- Corporate or partnership tax returns

If you are self-employed:

- Tax returns for the last two years (with schedules & K-1)

If you own rental property:

___ Tax returns for the last two years and current rental agreements

If you are retired:

___ Pension Award Letter

If you receive Social Security:

___ Social Security Award Letter

Debts

___ Names, addresses, account numbers, balances and monthly payments on all current loans.

___ Explanation of credit report anomalies, including:

___ Late payments, credit inquiries in the last 90 days, charge-offs, collections, judgments and/or liens

___ Bankruptcy filed within last seven years (copy of your bankruptcy papers)

VA Loans

___ Copy of DD Form 214, Report of Separation

Miscellaneous

___ Legible Unexpired Photo ID and proof of Social Security number

___ If applicable, a copy of your divorce decree, child custody, child support judgments, and allocation of property. Include all pages even if blank.

___ If you are not a U.S. citizen, a copy of the front and back of your green card