

Mortgage Application Checklist

Please be prepared to provide the documents, as applicable, listed below. We appreciate your cooperation, attention to detail, and prompt response, as they will expedite the loan process.

CONTACT INFORMATION

- Realtor
- Homeowner's Insurance Company
- Attorney/Title Insurance Company
- Home Owners Association
- Licensed Contractor

FOR REFINANCE LOANS

- Copy of Warranty Deed and Current Mortgage Statement
- Copy of Home Insurance Statement Showing Insurance Premium
- Copy of Title Insurance Policy (likely mailed to you 2 weeks after closing)
- Copy of Most Recent Boundary Survey

RESIDENCY

- Complete Address for Each Residence During Past 24 Months
- Verification of Rent from Management Company: Provide Contact Information
- Verification of Rent from a Private Landlord: Provide Copies of Rent Payment Checks for Past 12 Months
- Living Rent Free: Signed Letter of Explanation Detailing:
 - (1) With Whom You are Living
 - (2) Why you are Living Rent Free

INCOME

- Name, Address, Phone Number of All Employers for Past 2 Years
- Relocation: Copy of Employer's Relocation Agreement or Employment Contract
- Copy of Most Recent W2 Forms for Past 2 Years
- Copy of Most Recent Paystubs for Past 30 Days
- Copy of Most Recent Tax Returns for Past 2 Years (All Pages and Schedules)
- Copy of Tax Return Extension, if applicable
- Signed Letter of Explanation Regarding Change in Income
- 1120's Business Tax Returns: All Pages and Schedules
- Social Security Awards Letter(s)
- Pension Awards Letter(s)
- Copy of K-1 Forms for All Partnerships Listed on Schedule E
- Profit and Loss Statement from CPA: Must be Audited P&L for Government Loans
- Signed CPA Letter on Letterhead Verifying Your Self-Employment, Business Type, and Number of Years in Existence
- Copy of Business License

REAL ESTATE CURRENTLY OWNED

- Statement / Letter from HOA Verifying HOA Fee (Cancelled Check or Bank Statement)
- Copy of Current Lease
- Copy of Real Estate Tax Statement

IDENTIFICATION

- Driver's License, State ID, or Passport

FOR HOME MORTGAGES

- Copy of Fully Executed Sales Contract: All Pages
- Copy of Check / Wire for Deposit on Contract (Earnest Money Deposit)
- Once the Earnest Money Deposit on the purchase contract has cleared the account, submit a copy of the bank statement verifying money has been debited from the account. The statement should identify you as the account holder and verify the balance before and after the money was debited.
- Copy of Short Sale Agreement from Bank

DOCUMENTATION

- Complete Divorce Decree or Separation Agreement
- Copy of DD214 and Entitlement
- Copy(ies) of fully executed lease agreement(s) for all investment properties purchased during the most recent calendar year and that appear on your previous year's Schedule E of your personal tax returns.
- Copy of a canceled check for the security deposit and first month's rent for all investment properties purchased during the most recent calendar year that do not appear on your previous year's Schedule E of your personal tax returns.

ASSETS

Do not make any unusual large deposits into your bank accounts or gift deposits prior to speaking with your Loan Officer.

- Most Recent Bank Statements: 2 Months, All Pages (Front and Back)
- Most Recent Retirement Statements: 2 Months, All Pages (or Quarterly)
- Signed Letter of Explanation on Your CPA's Letterhead Stating: business funds being used for this transaction will not be detrimental to the future success of the business
- Letter of Explanation Regarding Gifted Funds: amount of gift, who is gifting the funds, and when the funds are expected to be gifted
- Copy of Wires / Statements / Transaction History for Large Deposits that Appear in Bank Accounts: Must show account holder name, account number, balances before and after debit

LIABILITIES

Refrain from applying for any new credit.

- Most Recent Mortgage Statement(s)
- Signed Letter of Explanation for Derogatory Items, Bankruptcies, or Judgements