

Mortgage Application Documentation Checklist

- Social Security Number and date of birth**
This is required of you and any co-borrowers.
- Income verification**
You need to show your four most recent pay stubs with year to date earnings
- Tax information**
W-2 tax forms for the last two years. If you are self-employed or if you are using non-salary income i.e., bonus, rental income, commission, etc., you will need tax returns from the last two years. For self-employed borrowers, you may need to bring your profit and loss statement and a balance sheet for the past two years.
- Employer(s) verification**
The names, addresses, and telephone numbers of your employers for the past two years are needed.
- Bank account(s) information**
The account number(s) and current balance(s) of your checking, savings, or any other account(s) may be needed. Please provide two months copies of your most recent checking or saving statements.
- Assets information**
This includes statements of current assets, such as Individual Retirement Accounts (IRAs), Certificate of Deposit (CDs), stocks, and bonds. If you have individual investments, bring a current brokerage statement with the name of the stocks, the amount per share, and the number of shares owned.
- Personal Property information**
You must disclose the value of your personal property, including employee retirement accounts, furniture, cars, any valuable collections, other valuable property, and life insurance.
- Credit information**
You will need to provide the names and addresses of all creditors, account numbers as well as the monthly payment and total amount due for all current loans.
- Current housing information**
If you own your own home, bring your address, current market value or copy of your tax bill, mortgage lender, account number, homeowner's insurance policy, copy of the property deed, current monthly payment, and outstanding balance due on the mortgage. If you rent, bring your address, the name and address of your landlord, and your current monthly rent. If you've lived at your current address for less than 2 years, bring the information for your previous addresses.

- Contract and deposit information**
You will need a signed copy of your ratified sales contract, showing that you and the owner have accepted the offer. You will also need receipts for the earnest money deposit towards the property.
- A copy of a gift letter**
If part of your down payment or closing costs will be from a gift, you need to bring a signed letter from the donor stating that you don't have to repay the gift money.
- Divorce or separation information**
Bring a copy of the divorce decree or maintenance agreement, along with any amendments and a 12-month payment history of alimony or child support payments. You will need all of these documents if the payments are needed to verify your income and qualify for the mortgage.
- In-school/student information**
You will need your school transcripts or diploma if you do not have two years of employment history.
- Rental property information**
You will need federal tax returns and a schedule of all real estate property you own. You will also need the account number and address of the mortgage company if any property you own is not paid for. If the property is rented, you will need to provide a copy of the current lease
- A completed Uniform Residential Loan Application**
- A completed Notice to choose your own title attorney and title insurance company.**
- An Application fee to cover appraisal and application process.**

IF THIS IS A CONSTRUCTION LOAN, WE WILL REQUIRE THE FOLLOWING ADDITIONAL DOCUMENTS OR ITEMS:

- Building Permit and soil test**
- Enclosed formal, written estimate of construction costs from vendors that will perform the work, along with a copy of all plans and specifications.**
- A signed contract with a general contractor.**