

**MORTGAGE LOAN APPLICATION CHECKLIST
INCOME - ASSET - CREDIT DOCUMENTATION**

Provided For: _____

Preliminary: Please gather the following prior to making application

Home Address: (2) Years Address History, current phone & landlord contact info.

Employment: (2) Years Work History, Dates of Hire, Addresses, Phone & Employment Gaps.

Assets: (2) Months Bank & Retirement Accounts. Include All Pages.

Regular Salaried, Hourly Paid Employees & Fixed Income Retired:

_____ W2's (2 years most recent). Include 1099 – misc income if applicable

_____ Pay Stubs (1 month/30 days consecutive), showing year-to-date earnings.

_____ Personal Tax Returns - Federal 1040 (Previous Two(2) years). All schedules

_____ Bank/Asset Statements (2 Months most recent). All Pages

_____ Retirement Statements - IRA / 401k / Pension (2 Months recent, or Quarterly). All Pages

_____ Social Security Award Letter (Most recent Year)

_____ Pension Award Letter/Documentation (Most recent Year, or Life Earnings).

Investors, Sole Proprietors, Commissioned Sales and Corporate/Partnerships:

_____ Personal Tax Returns (Federal 1040's). Previous two(2) years, (All schedules)

_____ W-2's if available. Previous two(2) years

_____ Documented Business Existence with Phone Listing, Profession Certif. and/or Accountant Letter

_____ Rental/Lease Signed Current Agreements (if using the income to qualify)

_____ YTD Profit & Loss Statement (typically written by a certified public accountant)

_____ Corporate/Partnership Tax Returns. Previous two(2) years with Schedule E

_____ LLC or Partnership Agreement

_____ LLC or Partnership Returns (K-1 and 1065) / Schedule E (self-employed)

New Property Documentation: If Property is Identified (Upon / Under Contract)

_____ Copy of Current Purchase Contract & MLS information sheet

_____ Homeowners Insurance Declaration Page, Company Name, Agent Name & Phone

Current Property Documentation: (Retained, Refinances, Pending Sale, Recently Sold)

_____ Property Address(s), Mortgage Statement, Insurance Declaration Pg., Property Tax & HOA fees

_____ Copy of the listing agreement or contract for pending sale

_____ HUD-1 Settlement Statement showing proceeds from sale (post closing or prior sale)

Miscellaneous Documentation: To Be Determined

_____ Explanation Statement-Letter for Cash-Out/Consolidation Refinance (sign&date)

_____ Explanation Statement-Letter for any Employment Gaps

_____ Explanation Statement-Letter for any Credit Report Inquires

_____ Explanation Statement-Letter for Property Disposition (Intent to Occupy, Reason for Move).

_____ Divorce Decree (final), or Legal Separation papers (prior to divorce discharge)

_____ Trust Documentation: Property held in Trust will require a complete Trust Review

_____ Specific Power of Attorney (POA): Property Specific to Transaction

