

Mortgage Loan Checklist

The following items may be requested by your Lender. Please be prepared to provide the items that pertain to your particular situation upon request. You are not required to provide these items until you have signed your Intent to Proceed disclosure.



If your **income** is... you will need...

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|------------------|---|
| Hourly OR Salary | <input type="checkbox"/> W-2 forms from previous 2 years (3 yrs if First Time Buyer)
<input type="checkbox"/> Pay stubs from previous 30 days (from each employer) |
| Self-Employment | <input type="checkbox"/> K-1 form(s) from all business partnerships.
<input type="checkbox"/> Year-to-date profit & loss statement for the current year.
<input type="checkbox"/> If you have 25% or more ownership in a business, provide previous 2 years of the business and personal tax returns. |
| Social Security | <input type="checkbox"/> Current benefits awards letter or SSA 1099 (annual letter) |
| Disability | <input type="checkbox"/> Your loan officer will specify the required documentation |
| Retirement | <input type="checkbox"/> Previous 2 months of statements (or recent quarter) |



If you have **assets**... you will need...

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| Bank & Deposit | <input type="checkbox"/> 2 most recent statements for the account(s) showing the funds need to close. |
| Investment Accounts
(401K, IRA, Stock, etc.) | <input type="checkbox"/> Previous 2 months of statements (or recent quarter) |
| Gift Equity used for
Down Payment | <input type="checkbox"/> Copy of gift letter indicating the amount and purpose of the gift with a statement saying the gift is not expected to be repaid.
<input type="checkbox"/> Copy of the donor's check and proof of deposit in your account.
<input type="checkbox"/> Gift equity is recognized in the purchase agreement. |
| Owned Real Estate
(current home, second home,
rentals, etc.) | <input type="checkbox"/> Complete address and estimate value for each property.
<input type="checkbox"/> For rental properties, provide copies of signed lease(s)
<input type="checkbox"/> Evidence that the property tax and insurance have been paid.
<input type="checkbox"/> Copy of the most recent mortgage statement (if financed) |



If you have **liabilities**... you will need...

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| Mortgage Loan(s) | <input type="checkbox"/> Copy of the most recent mortgage statement |
| If you rented a home/
apartment in the past 2 yrs. | <input type="checkbox"/> Property address and amount of monthly rent
<input type="checkbox"/> Name and address of landlord |
| Alimony/Child Support/Separate
Maintenance | <input type="checkbox"/> Copy of divorce decree, separation agreement, or legal agreement that details continuing financial obligations. |
| Other Liabilities
(not showing on your credit report) | <input type="checkbox"/> Provide details of the liability including: name and address of creditor, the balance owed, payment terms, and purpose. |



Subject property... you will need...

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| <input type="checkbox"/> Copy of fully executed purchase contract
<input type="checkbox"/> Copy of earnest money check
<input type="checkbox"/> Name and phone number of your home insurance agent
<input type="checkbox"/> Is the property on a private water well
<input type="checkbox"/> Trust Document, if applicable (page naming the trust and trustee signature page only) |
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