

Mortgage Application Checklist

The following is a list of items you'll want to have available when you apply for a mortgage loan.

Borrower Information:

- Addresses and telephone numbers of each borrower
- Previous address if less than two years at current address
- Social security numbers of applicant(s)
- Value of assets including cars, stocks, real estate, personal property
- A copy of the closing statement if you have recently sold any real estate

Employment/Income Information:

- Name and address of employer(s) for the past two years
- Pay stub(s) for the last 30 days showing year-to-date and current period earnings
- Documentation of any additional income
- W-2's for last two years
- Award letters for social security or disability income (if applicable)

Self Employed Information:

- Federal tax returns from the past two years
- Business tax returns if a corporation
- Current business license
- Year to date profit & loss statement

Bank Accounts/ Investments:

- Checking and savings account statements for the past three months
- Most recent brokerage account statement for the past three months or copies of stock certificates and/or savings bonds
- Copy of current thrift plan or retirement benefits statement (including IRA's and Keoghs)

Creditors Information:

This applies to credit cards, loans, and current mortgages

- Name of creditor
- Account number
- Monthly payment
- Outstanding balance
- If required to pay child support – copy of divorce decree or separation agreement
- If presently renting – copies of the last 12 months cancelled rent checks copied front and back
- Complete bankruptcy papers (if applicable) including copy of petition and discharge, handwritten explanation of reason for bankruptcy, evidence of excellent credit since bankruptcy.
- Letter of explanation for any derogatory credit.

Purchases:

- A copy of the sales contract and all addenda
- If you are not a U.S. citizen please provide a copy of your green card (front & back)
- If you are not a permanent resident provide us with your H-1 or L-1 visa.
- Gift letter and evidence of funds (if applicable)

Refinances:

- Copy of the recorded warranty deed