

Mortgage Application Checklist

To expedite your mortgage process, you may be asked to provide the following items to your lender. Other information may be requested during the processing of your loan which may not be known at the time of application.

Typical Needs

- Check for interest rate lock deposit & to begin mortgage process
- Valid Driver's License or Passport or US Military ID – Copy
- Social Security Card – Copy
- Recent pay stubs from your present employer showing year-to-date earnings and spanning a 30 day period.
- W-2 forms for the previous year (all employers); Additional W-2 as requested for previous year/years
- Asset Statements: (All pages, most recent month); i.e.: Retirement Account Statement, Stock/Mutual Fund, Bond Statements, Whole Life Insurance cash value statements
- Bank Statements (All pages, most recent 2 months)
- Copy of Home Purchase Contract complete with signatures
- Copy of Home Purchase Contract on home you are selling, if applicable
- Copy of Earnest money check given to Realtor
- HUD-1 (Closing Statement) on present home or other sale property if being used for source of funds
- Landlord name and address (most recent 2 years), if applicable
- New Homeowner's insurance and/or Flood insurance if applicable
- Retirement Documents – (e.g. Social Security Award Letter; Pension Awards Letter, etc)
- Federal Tax Returns – Signed and dated copies (include all schedules) for the previous two years

If You Are Refinancing:

- Homeowner's/Hazard Insurance(s); Flood Insurance, if applicable
- Coupon from present payment book and/or Monthly Mortgage Statement and/or Recent Tax Bill
- Home Equity Line of Credit (payoff) – need monthly statement
- Home Equity Line of Credit (subordinate) – copy of note (Outlines payment terms and shows credit limit)

Other Items sometimes needed:

- Gift Letter – Sample provided by the lender
- If VA loan: VA Certificate of Eligibility; DD214 (discharge papers; Disability Awards Letter
- Name and address of nearest living relative
- If selling your current home, Copy of Home Purchase Contract and expected net sheet
- Year-To-Date Profit and Loss Statement signed by your Accountant
- Corporate/Partnership Tax Returns with original signature

- Rental/Lease Agreements on property you own
- Verifications and explanation of:
 - Commission Income; Overtime Income; Bonus Income
 - Child Support (Court accounting office or copy of cancelled checks)
- Final Divorce Papers or Legal Separation Papers; Modification Agreements; Property Settlement
- Copy of bankruptcy petition, discharge, and a written explanation
- Explanation letter for any of the following:
 - Slow Pay on credit; Default; Foreclosure; Judgment/Liens; Inquiries
- Termite Report and Clearance; any required inspections
- Explanation of source of funds for closing