

Document Checklist

Gathering and providing the following documents ahead of time will help the financing process run efficiently and more quickly. Not all items will apply and some additional documentation may be required by Underwriting.

W-2 Employee:

- Photo ID:** valid Driver's License or state ID
- Social Security Card or Passport**
- Personal Tax Returns:** for the last 2 years, including all pages and schedules applicable
- W-2s:** for the last 2 years
- Pay Stubs:** most recent, reflecting 30 consecutive dates of income (if paid bi-weekly, we need 3 most recent pay stubs - if paid weekly, we need 5 most recent pay stubs)
- Asset / Bank Statements:** most recent statements, for the last 2 months, all pages as numbered on the statement [for any account(s) that will be used for the deposit and closing costs]

Self-Employed or 1099 Employee:

- Photo ID:** valid Driver's License or state ID
- Social Security Card or Passport**
- Personal Tax Returns:** for the last 2 years, including all pages and schedules applicable
- Business Tax Returns:** for the last 2 years, including all pages and schedules applicable (K-1)
- 1099s:** for the last 2 years
- Pay Stubs:** if applicable, most recent, reflecting 30 consecutive dates of income
- Asset / Bank Statements:** most recent statements, for the last 12 months, all pages as numbered on the statement [for any account(s) that will be used for the deposit and closing costs]
- Business License**
- Year-to-Date Profit and Loss statements** (signed and dated)
- Balance Sheet** (signed and dated)
- letter from CPA:** stating the length of time you have been self-employed and the percentage of ownership you hold in the business

Additional Documents [required as applicable]:

- Award / Benefit Letters:** most recent Social Security, pension, disability or VA disability letter
- VA DD-214 and VA Certificate Of Eligibility (COE)**
- VA WDO (Termite) Inspection Report** (once under contract)
- Mortgage Statement:** most recent, all pages, for all properties owned
- Homeowner's Insurance Declarations page:** most recent, for all properties owned
- Current Lease / Rental Agreement:** most recent, all pages, for all properties owned
- Divorce Decree / Legal Separation Agreement / Child Support Order:** including personal / business settlement of assets and liabilities
- Bankruptcy Discharge letter**
- Gift Letter:** If you will be receiving Gift Funds, **please advise** so that we can give you the necessary letter to be completed. Please note that the Gift must come from relatives and we will need additional items from you and the person giving the Gift.
- Large Deposits:** Any deposit made into your account over \$500 (on the statements provided) will need to be sourced via a copy of the cancelled check that was deposited. A letter from you (signed and dated) will be required to explain the large deposit(s).
- Escrow Documents (once under contract):** A copy of the cancelled check or wire request is needed for each deposit given. A transaction history from the applicable bank account is also required (from the ending date of the last statement, to the date the deposit has cleared your account).