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Conventional Purchase Checklist

Attached Documents:

- Gift Letter: Please have the attached gift letter filled out in its entirety. In addition to the completed and signed letter, we'll also need the following prior to final approval (does not have to be provided immediately):
 - Proof the funds have entered your account. Please provide a bank transaction history showing the deposit and the updated balance. The transaction history you provide **MUST** correlate to the bank statement(s) already provided.
 - Copy of the check from the donor. If the funds are wired, the transaction history must show the wire detail to prove the funds originated from the donor's account.

Income Documentation:

- 2 of your **MOST RECENT** paystubs that clearly show your name, company name, current address, **month and year to date** income totals
- 2017 and 2018 W-2s
- 2017 and 2018 **FULL** Personal Tax Returns with **ALL** schedules. If 2018 has not been filed, please provide the 2018 Tax Extension form with proof of payment due (if applicable) and the 2016 **FULL** Personal Tax Return with all schedules. All tax returns provided must be signed on the bottom of page 2 where indicated.
- 2017 and 2018 **FULL** Business Tax Returns with **ALL** schedules including any and all K-1s. All tax returns provided must be signed on the bottom of page 1 where indicated.
- Proof of Self Employment. This can include one of the following options:
 - o A copy of your business License
 - o A letter from your CPA confirming that they've prepared your self-employed taxes for at least the previous 2 years
- A copy of your new employment contract or offer letter
- A brief 2019 year-to-date profit and loss statement
- A copy of your Diploma, Degree or Transcripts from



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- 2019 Social Security Awards Letter
- Pension Letter identifying the end date (if applicable) of this income source. The pension letter must clearly show at least a 3 year continuance
- Leases for all properties purchased in the past year
- Divorcee Decree / Settlement agreement / Proof of Child Support

Asset Documentation:

- 2 MOST RECENT bank statements from the following accounts:
 - Checking
 - Savings
 - Money Market
 - IRA/401k/Retirement
 - Investment/Mutual Funds/Stocks

These must be **FULL** monthly or quarterly statements – ALL PAGES – **No transaction histories or screen shots are acceptable**. Statements must clearly indicate full account number, your full name and bank name. **The funds you use for closing MUST be sourced from the account statements you provide now.**

- In the statements you provide, please review ALL deposits. We will need a typed AND **SIGNED** Letter of Explanation detailing the source of any deposits \$500.00 and over (Direct Deposits from your employer do NOT need to be explained in this letter) and a copy of all deposited checks (within those deposits over \$500.00). **This only applies to teller and ATM deposits \$500.00 and over.** If the statements show funds transferred from another account you own, we'll need a copy of the statements in which the funds originated.
- A copy of all CLEARED Earnest Money checks. We need the images of the checks AFTER they have cleared your account. Please send to us as soon as they clear.

Home Owners Documentation - *****please include for ALL homes you already own*****

- A copy of the fully executed contract for the SALE of your current residence

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- A copy of your most recent Mortgage statement
- A copy of your most recent real estate tax bill
- A copy of your most recent home owner's insurance statement
- Proof of your condo association dues: This could include an invoice from the management company, a payment coupon or official correspondence from the HOA verifying specific unit dues.

Miscellaneous Documentation:

- Credit Inquiries Letter: Please **type and sign** a letter of explanation that addresses the purpose and outcome of the following inquiries that appear on your credit report. We need to know WHY you applied for credit and whether the credit resulted in new credit and new debt.
(Insert Credit Inquires and Dates here)
- The credit report reflects there has been a bankruptcy. Please provide a letter explaining the circumstances which lead to the need to file bankruptcy and a complete copy of the bankruptcy documents and schedules along with a copy of the recorded bankruptcy discharge document.
- Your credit line/mortgage is not reporting on your credit report. Please provide the bank name, account number and phone number of the 1st mortgage, 2nd mortgage, HE line of Credit
- A copy of 12 months cancelled checks (proof of online bill pay or auto debit history are also acceptable) need to be provided by the person/business making the payments for the following debts:
- Completed SSA Authorization to verify social security number
- Proof of Home Owners Insurance. If you haven't set up a policy yet, please provide an insurance quote at this time. Before closing you will need to provide a paid in full receipt for the first 12 months of coverage. Guaranteed Rate does insurance as well! If you would like one of our Insurance Representatives to provide a quote for you, please let me know.
- Copy of Social Security Card/Drivers License/Permanent Resident Card