



Standard Checklist For Salaried Employees on their Job for at least 2 years when income and asset verification are not automatic.

- Most recent year W-2
- Most recent pay stubs for the last 30 days
- Most recent two months Bank Statements for all accounts that will be involved with sourcing funds available for closing and reserves.
- Most recent year filed tax return, IRS Form 1040.

If you own Real Estate, add:

- Letter of Intention with current primary residence. Are you planning to Sell it before closing? Sell it after closing? Keep it for rent?
- Verification of Mortgage, Insurance, Taxes and HOA dues for all owned real estate.
- Raw Land requires tax verification with most recent county tax bill.

If you have had a Bankruptcy or Foreclosure within the last 7 years, add:

- Letter of explanation for the occurrence.
- Copy of the Discharge or Dismissal Notice for the Bankruptcy

If you receive Child Support or Alimony AND wish to have it considered (Optional):

- Legal Agreement that spells out the details. This could be the Child Support Agreement, the Separation Agreement, The full Divorce Decree, Other Court or Legal Document.
- Proof of receipt of Funds. This could be copies of deposited checks or a print out from the State or County, if the funds run through the State or County to you. Proof of steady receipt may be needed for as long as the most recent 6 months.

If you received Social Security, Disability, Pension, or other Retirement Income

- Most recent year 1099 or most recent Award letter if you did not receive for the full 12 months in the most recent year.
- Most recent two months bank statements where the funds are deposited.
- If funds are coming from an IRA or other managed retirement fund, we will also need the most recent two months asset statements from where they are managed.

If you owe child support or alimony (Required):

- Legal Agreement that spells out the details. This could be the Child Support Agreement, the Separation Agreement, The full Divorce Decree, Other Court or Legal Document.
- Proof of payment. This could be copies of cancelled checks or a print out from the State or County, if the funds run through the State or County from you. Proof of steady on time may be needed for as long as the most recent 12 months.

If you have Trust income that you wish to be considered:

- The most recent year's filed income tax return
- The Trust agreement that provides the details.
- A copy of the Trust account for the last two months to evidence a likely 3 year continuance.

If you do not see your source of income detailed here, please contact us.

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