

## NEEDS LIST - (Please provide all that apply to your complete financial picture)

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- Last 2 years Federal Tax Returns (all schedules) Signed and dated on page 2 of each 1040
- Business Owners or Partnerships require prior year P&L and 2 years K-1's
- Recent pay stubs totaling one complete month & contact ph. # for employ verification
- Last 2 years W-2 Forms
- Last 2 months or quarter of all assets (checking, savings, retirement etc.) All pages required
- Cash out refinance: Cash out letter of explanation required
- Property paid with all cash: Closing statement required from purchase transaction
- Gift Funds: Gift letter and paper trail of transferred funds from donor to borrower
- Current Homeowners Insurance Policy for all properties
- Current Flood Insurance Policy for all properties (premium required to be escrowed)
- Most recent Property Tax Bill for all properties
- Most recent Mortgage Statement for all properties
- Awards Letters for Social Security, Pension, Disability Income
- Copy of Driver's License
- Social Security cards for each borrower(or sign form SSA-89)
- Copy of any tax liens if applicable and payment agreement and history sourced
- Divorce Decree and Child Support/Alimony verification and payment history sourced
- Full Trust or Trust Certification if wanting to vest inside the trust
- Source all deposits greater than 25% of monthly income
- Letter of Explanation for all personal loans that do not show up on credit report
- Short Sale, Foreclosure or Bankruptcy Documents showing charge off date
- VA loan only: Certificate of Eligibility
- Explanations for late payments, job gaps, decreasing income, credit inquires in last 120 days
- Condos and PUD's: HOA Questionnaire, Payment coupon, management contact info
- Solar: Full lease agreement and payment verification
- Judgements: Verify balance owed and must be paid at or prior to closing
- HELOC Monthly Statement and a copy of the note and terms of the loan

We look forward to working with you. Please contact us with any questions or concerns.  
Thank you again for choosing West Cal Financial.