

# Your Mortgage Preparation Checklist

## MORTGAGE CHECKLIST

### IDENTIFICATION

- ☐ Driver's license
- ☐ Social Security number
- ☐ Mother's maiden name (for credit report)

### BANK STATEMENTS (all pages)

- ☐ Savings and checking statements (2 months)
- ☐ Stock/funds/securities statements
- ☐ CDs and money markets

### EMPLOYMENT / INCOME (sign applicable)

- ☐ Entire 2-year employment history
- ☐ Pay stubs covering minimum 30 days
- ☐ W-2 and/or 1099 forms (2 years)
- ☐ Federal tax returns: all schedules (2 years)
- ☐ Business tax returns—if self employed (2 years)
- ☐ If self-employed: YTD profit and loss statement

### REFINANCING

- ☐ Mortgage note for the loan you are refinancing
- ☐ Owner's title policy and survey

### SPECIAL CIRCUMSTANCES (if applicable)

- ☐ List of properties you own with addresses
- ☐ Landlord contact information
- ☐ Bankruptcy papers
- ☐ Divorce or separation decree with alimony and child support information

## DOs AND DON'Ts

**DO** keep all credit card accounts open and stay current on payments

**DON'T** make any large purchases, open new accounts, or make late payments

**DO** continue to put money aside for down payment and closing costs

**DON'T** quit your job or switch employers

**DO** resist the urge to pull your own credit or let another entity do it

**DON'T** take out or cosign any loans or leases

**DO** provide documentation for any deposits that don't come from work

**DON'T** change banks, open new accounts, or deposit cash into your existing accounts



Close on time, or we make your 1st payment\*



### VICTORIA POSSIDENTO

*Sr. Mortgage Banker* | NMLS# 70586

c: 203.494.2831

o: 203.494.2831

[vpossidento@totalmortgage.com](mailto:vpossidento@totalmortgage.com)