

MILITARY NEEDS LIST FOR PERSONS NO LONGER SERVING

- Copy of cancelled Earnest Money check (if you are under contract)
- Copy of paycheck stubs for last 2 months (for all borrowers)
- Copy of any additional forms of income you receive (Social Security)
- Last two years of Tax Returns, All Schedules & All Pages
- Copy of W2's and or 1099's from last two years
- Copy of your DD214 (must show character of discharge)
- Copy of current Awards Letter from VA showing "x" % of Disability and income
- Need a VA Form 26-1880 filled out and signed by Veteran (available on my site)
- Copy of any asset statements (IRA, 401, TSP, Money Market) (all pages)
- Copy of last two months Checking and Savings Statements (all pages)
- Copy of Driver's License (all borrowers)
- Copy of Social Security card (Passport will work) (all borrowers)
- Copy of Bankruptcy paperwork, if applicable
- Copy of Divorce Decree (if you are paying or receiving any funds currently)
- ** Updated documentation may be required during the loan process

See detailed needs list below. Yes, I know it's a lot of paperwork to bring us, but it is so worth it for your new home!

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Income: If you can not obtain 1099's, W2's or tax returns, please contact the IRS to obtain your Tax Transcripts for the last two years. They can be reached at <http://www.irs.gov/individuals/get-transcript> or 1-800-829-1040.

Are you now self employed after serving?

- 1099's last two years
- Schedule K1's from your taxes, last two years
- Profit and Loss report, year to date
- Business Tax Returns, last two years all schedules
- Personal Tax Returns, last two years Schedule C

Are you now a W-2 Employee after serving?

- Pay Stubs (30 consecutive days)
- W2's last two years (all jobs worked)
- Tax Returns, last two years

Do you receive fixed income along with any military service connected disability pay??

- 1099's last two years
- Benefits Award Letter/ Pension Award Letter
- Bank Statements, two months, showing deposits

Separation Income?

- Child Support Documents
- Alimony Documents
- Birth Certificate (for Minors)
- Divorce Decree

Rental Income?

- Mortgage Statement
- Current Lease

Assets: Funds to Close

- Bank statements, two months, all pages even if blank (statements but also show your name and account number)
- If using 401k funds, terms of withdrawal, quarterly statement, funds leaving 401k and entering your checking or savings
- Gifts, a gift letter will be sent to be completed by you and the donor. Will also need the donors bank statement showing the funds in the account, as well as the check image (front and back) and the funds entering your account.
- If funds to close will come from the sale of another property, please provide the Closing Disclosure or HUD statement from the sale.
- Copy of bank statement showing Escrow check leaving, copy of front and back of escrow check.

Credit:

- Copy of Drivers License and Social Security Card (ID's of all forms are best if a picture is taken and it's sent to your loan officer via text message. Otherwise scanning would be next best as fax images do not come through)
- Copy of Resident Card (front and back)
- Divorce Decree (within the last 18 years)
- Bankruptcy Papers (all schedules and discharge)

Property:

- Homeowner's insurance agent- please start working to obtain insurance immediately. If refinancing your home, we will need your current policy declarations page.
- If you live rent free with family, please have them sign and date a letter stating you are there rent free
- Contract with all addendums included

Refinancing?

- Former title work if available
- Note from the mortgage being refinanced
- Mortgage statement

Please note: Documentation may continue to be requested up until closing. These are the items most commonly requested. The loan assistant will be contacting you to ask questions regarding documentation provided as well.