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*Your partner in turning dreams into reality!*

Mortgage Application Document Checklist

In order for your mortgage process to be as easy and stress free as possible, please bring the following items with you to your mortgage application. It is very important to bring these items with you, as any missing items will delay your loan approval.

**Identification**

* Driver’s License
* Copy of Work Visa or permanent Resident Card (if applicable for non US citizens)

**Primary Income**

|  |  |  |
| --- | --- | --- |
| **W2 or 1099 Employee** | **Self Employed/Business Owner** | **Retired/Disabled** |
| \*1 month most recent paystubs  \*ALL W2’s and/ or 1099’s for the most recent 2 years  \*2 years most recent tax returns | \*2 most recent years personal tax returns, all pages  \*2 most recent years business tax returns, all pages  \*2 most recent years K1’s  \*Detailed year to date profit and loss statement, signed/dated  \*Signed letter from your accountant stating you have been self employed in the same line of work at same location for at least 3 years | \*2 most recent years tax returns  \*2 most recent years Social Security awards letters (if you receive social security income)  \*2 most recent years pension awards letters and/or 1 month most recent pension paystubs  \*3 months most recent bank statements (all pages) showing the social security and/or pension income direct deposits |

Other Income Notes

* If we are using your child support income, I will need 3 months bank statements (all pages) showing the child support income deposits, all pages of the official child support order, and a copy of the child(ren)’s birth certificate(s)
* If using rental income, I will need a copy of the signed lease for each rental property/unit

**Assets**

* 2 months most recent official bank statements for all accounts, with all pages
* If your account has a joint owner that will not be on the loan, I will need a signed letter from them stating that you have 100% unrestricted access to that specific account
* Debit card for ordering appraisal
* Full paper trail for any large non-payroll deposits into your account (large cash deposits are not acceptable and will be deducted from the overall balance regardless of what the cash was used for or who it was from)
* Most recent quarterly retirement or investment statement(s) with all pages
* If withdrawing for a retirement or investment account to use for funds to close, please see attached “How to Document a Retirement Withdrawal”
* If you are getting a gift from a family member to use for funds to close, please see attached “How to Document a Gift” (This also applies if a family member who is not on the loan wrote the earnest money deposit check on the home)
* Copy of the cleared earnest money deposit check and account history print out from the ending date of your last bank statement through the date the deposit check clears

**If you currently rent your home or live with family rent free**

* I will need 12 months most recent cleared rent checks
* Signed letter from the person you live with stating you long you have lived there and that you live there rent free
* If you pay rent in cash, I will need 12 months most recent rent receipts and the land lord to fill out a verification of rent form (which I will give you)

**If you currently own your home**

* I will need your most recent monthly mortgage statement (if no mortgage, I will need to order a lien search to confirm)
* Copy of the most recent tax bill (city, county, and school)
* Copy of the homeowners insurance
* Documentation of any home owners association dues
* Signed letter from you stating what you intend to do with the home

**If you currently own any other properties**

* Copy of the most recent monthly mortgage statement (If no mortgage, I will need to order a lien search to confirm)
* Copy of the most recent tax bill (city, county, and school)
* Documentation of any homeowners association dues
* Copy of the homeowners insurance

**Veterans/Reservists**

* Discharged from Regular Active Duty- I will need a copy of your DD214
* Current Reservists- I will need your Points Statement and evidence of honorable character of service.
* National Guard- NGB 22
* Current Active Duty- I will need a Statement of Service letter which can be obtained by your current command, 1 month most recent LES paystubs, 2 most recent years W2’s from DFAS, and a copy of your current orders/itinerary

**Other Documents if applicable to you**

* If you have been divorced, I will need a copy of your divorce decree and all pages of your marital settlement agreement
* If you are separated and will not be divorced prior to closing, I will need a fully signed, notarized and recorded spousal waiver
* If you pay or receive child support, I will need all pages of your official child support order (if you were never married to the other parent, I will also need a signed letter from you stating this)
* If you have had a bankruptcy within the past 7 years, I will need a copy of the discharge of debtor and all pages and schedules of the bankruptcy papers
* Detailed letter explaining the reason for any collections accounts, judgments, tax liens, bankruptcies, charge offs, or late payments that show on your credit report. The letter must explain why these issues happened and what you have done to prevent them from happening again in the future
* If you have not been employed for a full 2 years but were a student prior to being employed, I will need your college transcripts and copy of your diploma

**\*\*NOTE- Do NOT deposit any cash into your bank accounts regardless of where it came from, what it is for, who gave it to you, or if you were saving it up at home. Also, do not open any new credit accounts. These actions could result in your loan being DENIED\*\***