

DOCUMENTS NEEDED CHECKLIST

INCOME VERIFICATION

- Completed tax returns (2-3 yrs) (all pages)
- W2's, 1099's, other proof of income (2-3 yrs)
- Pay stubs (last 30-60 days)
- Alimony/child support documentation
- Additional employer documentation regarding overtime & bonuses
- Self Employed: 2 years same industry (business license, contracts, proof of insurance, client letters, 2 yrs tax returns, personal & business, cash-flow analysis, CPA endorsed P&L)

ASSETS

- Bank Statements (2-3 months) (all pages) (recurring request)
- Retirement Accounts
- Investment Accounts
- Saving Accounts/Certificates of Deposit
- Gift Letter (for any gifted funds & verifiable source of funds (gifter's bank)

DEBTS

- Auto Loan Statements
- Student Loan Accounts
- All Credit Card Account & Loan Statements
- Existing Mortgage Statements
- Existing Lease Agreement & Proof of Payments (1-2 yrs)
- Explanation of Credit Issues on Credit Reports

OTHER

- Signed Purchase & Sale Agreement
- Divorce Decree, Bankruptcy/Foreclosure Records, Court Judgements
- ID for Non-Citizens: Green Card, Visa, Employment Authorization



carli@thekey.team



720.525.3926



thekey.team/carli-plummer

DOCUMENTS NEEDED CHECKLIST

IF YOU OWN OTHER PROPERTY

- Address
- Property value
- Status of property
- Intended use of occupancy
- Monthly expenses related to property
- Statements for all investment accounts


IF YOU OWN A PROPERTY WITH AN OUTSTANDING MORTGAGE


- Lender name and account number
- Type of loan
- Monthly payment amount
- Unpaid balance on the loan
- If applicable: Credit limit

notes:



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