



Checklist of Items Needed

Below is a general checklist of the most common documents we will need to collect and submit to underwriting during a refinance or purchase transaction. You will be provided with a personalized Checklist of Items Needed during your consultation. Please call us at (800) 469-5861 to receive your free home loan consultation. Print this document!

Note: Review each item to see if it is applicable to your situation. If you need any help, want a free consultation, or have any questions at all, please call us at (800) 469-5861. Our mortgage experts are ready to guide you through the home loan process.

Income Documentation

Proving your income is considered by some to be the most important aspect of qualifying for a mortgage. Please review this section carefully.

| Most Common Income Documents: | |
|--------------------------------------|---|
| <input type="checkbox"/> | IRS Form W-2(s): We will need the last 2 years to document employment income for all applicants and for all jobs. |
| <input type="checkbox"/> | Employee Paystubs: Most recent consecutive paystubs covering a 30-day pay period for all applicants and for all jobs. Example: If you are paid 4 times a month, we will need 4 paystubs. |
| <input type="checkbox"/> | Federal Personal Tax Returns (IRS Form 1040): Please collect the last 2 years of your Federal Tax Returns if you receive any commission, are self-employed, have additional properties (REO), or receive interest or dividend payments. Please do not submit your State Tax Return |

Important: Once your loan application has been submitted, it is important to provide us with any new paystubs that you receive. You will be provided with instructions on where to send or upload the new paystubs once we have received a complete loan application. Throughout the underwriting process, underwriters will continually verify your employment and pay to ensure that there has not been a change in circumstances.



| Additional Common Income Sources to Document | |
|---|---|
| <input type="checkbox"/> | Retirement Income: If you receive retirement income, please provide one of the following: your most recent IRS Form 1099 [OR] your most recent complete signed federal tax returns (IRS Form 1040), [OR] your most recent 12 months of personal bank statements in which your retirement income is deposited (ALL PAGES) |
| <input type="checkbox"/> | Social Security Income: If you receive SSI, please provide one of the following: the most recent Social Security Administration IRS Form 1099, [OR] your most current 30-day bank statement (all pages) reflecting automatic SSA deposit, [OR] most recent year's federal tax returns (IRS Form 1040). |
| <input type="checkbox"/> | Alimony, Child Support, or Separate Maintenance Income: If you receive this type of income, you may provide one of the following: Copy of Divorce Decree (it must be recorded and signed) [OR] a copy of your Legal Separation Agreement, [OR] a copy of the Voluntary Payment Agreement. Note: Please provide bank statements (all pages) or other evidence that payments have been received during the last 3 months. |
| <input type="checkbox"/> | Rental Income: If you own any properties from which you receive rental income, please provide the following: Current lease or rental agreements for all properties and for all units [AND] signed Federal Tax Returns (including IRS Form 1040 Schedule E). |
| <input type="checkbox"/> | Automobile Allowances and Expense Account Payments: Please provide IRS Form 2106 (Employee Business Expenses) for the last 2 Years [OR] provide your most recent IRS Form W-2 and current paystubs that reflect allowances and/or expense account payment(s). |

Note to Business Owners: *If you own more than 25% of a business, you will be required to provide Federal Business Tax Returns (e.g., IRS Form 1120) for the past 2 years. Depending on the situation, you may also be required to provide a YTD Profit & Loss Statement **and** a 12-Month Profit and Loss Statement for the previous tax year. All of the aforementioned documents will need to be signed and dated where applicable. An IRS Form K-1 will also be required for all Partnerships and Corporations through which you receive income.*

If you have any questions, please call us at (800) 469-5861 to speak with one of our licensed mortgage professionals.



Asset Documentation

Although we have said that documenting your income is the most important aspect of qualifying for a new home loan, every piece of information we need to verify is crucial to a successful transaction. Please collect the following documents:

| Asset Documents to Collect: | |
|------------------------------------|--|
| <input type="checkbox"/> | <p>Bank Statement(s): We will need the most current two (2) consecutive months of your checking and savings accounts from each of your banking institutions. It is imperative that the following is provided on each statement:</p> <ul style="list-style-type: none">- Name, Address, and full account numbers must be shown on the statements.- All pages must be provided; and by all, we mean that you need to provide EVERY PAGE. This includes BLANK PAGES and/or reconciliation templates that are printed on the back of some statements. |
| <input type="checkbox"/> | <p>Additional Financial Assets: Statements for any additional financial assets which you will provide for qualification, source of funds, etc. For example, the following types of assets will need to be documented to be considered as an asset:</p> <ul style="list-style-type: none">- Retirement Accounts- 401(K)- IRA- Stocks- Bonds- Money Market- Annuities- Certificate of Deposits (CDs) <p>As with the bank statements, ALL PAGES, even if they are blank, need to be provided for each asset. Your name, address, and account numbers should be on each of the documents you provide.</p> |

Important: Once your loan application has been submitted, it is important to provide us with any new financial statements that you receive. This mostly applies to checking accounts, but you should send updated statements for all accounts until loan closing. You will be provided with instructions on where to send or upload the new statements once we have received a complete loan application. Throughout the underwriting process, underwriters will continually verify your bank statements and financial assets to ensure that there has not been a change in circumstances.



Purchase Transaction Documentation

If you are buying a new home, the following documents will need to be collected:

| Purchase Transaction Documents: | |
|--|--|
| <input type="checkbox"/> | Fully Executed Purchase and Sale Agreement: All pages must be signed or initialed by all parties where indicated. In addition to the original agreement, you will need to include any addendums to the Purchase and Sale Agreement. These documents may be obtained by contacting your Real Estate Agent. |
| <input type="checkbox"/> | Contact Information regarding your Real Estate Purchase: <ul style="list-style-type: none"> - Name and phone number of your Real Estate Agent - Name and phone number of the Escrow and Title Company (if already selected) |
| <input type="checkbox"/> | Down Payment Documentation: Once you have made a deposit into escrow for the down payment, you will need to provide the following: <ul style="list-style-type: none"> - A Copy of the Deposit Receipt from Escrow, and - A Copy of the deposit check (front and back), once the check clears. |

Other/Miscellaneous Documentation

Below is a list of some of the miscellaneous documents that we will need to collect. Although there are other documents that we might need, those listed below are required.

| Other Documents: | |
|--------------------------|---|
| <input type="checkbox"/> | Identification Documentation: We will need you to provide a legible copy of your Driver's License and Social Security Card. Do not worry if you do not have your Social Security Card. If you don't have it, we have you sign verification forms that are submitted to the Social Security Administration. |
| <input type="checkbox"/> | Mortgage Statements: We will need a copy of the most current monthly mortgage statement for ALL loans on ALL properties. |
| <input type="checkbox"/> | Hazard Insurance & Home Owners Association Information: Please provide us with a copy of the Hazard Insurance Declarations Page or the name and phone number to your insurance agent. If applicable, we will also need the name, address, and phone number of the Home Owners Association. |