

HOME LOAN DOCUMENTATION CHECKLIST

Please Provide Enclosed

GENERAL INFORMATION:

- Credit application
- Copy of driver's license for all applicants (or copy of alternative, approved ID)
- Copy of social security cards for all applicants
- Copy of purchase contract (Include a copy of the check submitted for deposit)
- Settlement agent name: _____ Phone number: _____
- Homeowners insurance agent name: _____ Phone number: _____
- Sign, date and send the notice to proceed with loan application (or call when ready to proceed)
- _____
- _____
- _____

INCOME INFORMATION:

- 30 days' pay stubs with year-to-date information for all applicants
- W2'(s) for the following year(s): _____
- Individual federal tax returns for the following year(s): _____
(Please include all W2'(s), 1099s, schedule and statement-all returns must be signed)
- Business federal tax returns for the following year(s): _____
(Please include all K-1(s), schedules and statements-all returns must be signed)
- Year-to-date profit and loss statement
- _____
- _____
- _____

ASSET INFORMATION:

- Most recent bank statement(s) covering _____month(s)
(Ex: checking, savings, verification for large deposits, money market, mutual funds, CDs, etc. Please include all pages of statement)
- Most recent retirement statement(s) covering _____month(s)
(Ex: IRA, 401K, etc.-Please include all pages of statement)
- Gift letter
- Settlement statement from sale of property
- _____
- _____
- _____

CREDIT INFORMATION:

- Landlord name: _____ Phone number: _____
- Judicial decree if you have any obligations due to legal action (Ex: child support, alimony, lawsuit judgment, etc.)
- Bankruptcy papers including all discharge papers
- _____
- _____
- _____