

Mortgage Application Checklist

Your most recent one month's pay stub(s)

That means: **IF YOU GET PAID** **YOU NEED TO SEND**

Every week	Your last five pay stubs
Every two weeks	Your last three pay stubs
Monthly	Your last pay stub

- Your pay stub(s) cannot be more than one month old at the time you submit your application.

Your most recent two years of your Form W-2 from your employer

- Your W-2 is given to you every year by your employer so you can do your taxes.
- A copy of your W-2 should be attached to your tax return, so you should be able to find it there.
- If you filed electronically, you or your tax preparer should have a copy of your W-2.

Your most recent two years of your tax returns

NOTE: If you ARE SELF-EMPLOYED please provide your two years and year-to-date profit and loss statements.

- Don't forget to include all pages and schedules. We don't need copies of your state returns.
- If you own a business, we'll also need the most recent two years of personal tax returns and any business returns you filed for your company (e.g., 1120, 1120S, Schedule K-1 / 1065).
- If you filed electronically, you can print a copy from your tax software or ask your tax preparer.
- Double check!** Do all your returns have your signature? Have you included two years?

Other Income Resources

- Proof of additional income such as social security benefits, child support or alimony (if you wish to use it) may assist when qualifying for your mortgage.
- Social Security:** Provide your most recent award letter and 1099 of income. You will also need to show the deposit of this income within your bank statement for the most recent 2 months. Check the assets you have collected to verify this deposit is showing.
- Child Support or Alimony:** Provide divorce decree. Inquire with your mortgage professional on any additional items that may be requested if this income source will be used or if you are responsible for this payment.

Your most recent two months of bank and/or investment statements

- Be sure to copy all pages of your statements (front and back including blank pages that reflect page numbers). If you don't receive paper statements, please print your entire online statement. (Don't use screen shots from a mobile phone app.)
- Don't forget to include all of your accounts (checking, savings and investments). Your accounts must show that you have enough money to afford your down payment and several mortgage payments.
- You will need to provide a detailed letter to explain any large deposits or withdrawals, your mortgage professional can work with you on how to provide this.
- Double check!** Are the two months of statements your most recent?

NOTE: If you will be using GIFT FUNDS, your mortgage professional can advise you on what will be needed.

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Identity and income verification

- Copy of Driver's License for each applicant
 - Social Security Card or Government-issued ID
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Property

- (Purchases) Sales Contract signed by all parties
 - (Purchases) Proof of earnest money deposit (Copy of canceled check (back and front) or bank statement reflecting wire transfer)
 - (Refinances) Provide copy of Homeowner Insurance Dec Page for all properties owned
 - (Refinances) Provide HOA bill (if applicable)
 - (Refinances) Provide a copy of your most recent Mortgage Statement for all properties owned
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THINGS TO KNOW

- Your mortgage professional will go over your credit report with you. If you have opened any new lines of credit that may not be reflected on your credit report you will need to provide your most recent statement.
 - A letter of explanation will be requested for any derogations, collections, judgments or credit inquiries reported in the last 120 days.
 - If you have had a bankruptcy or short sale, the lender may require supporting documentation. Make sure to go over this with your mortgage professional.
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NOTE: Lenders can have different documentation requirements. Your mortgage professional will be able to go over additional items that may be requested once your loan is approved.