



## **Mortgage Application Checklist**

### **Personal and Employment Information**

- Two most recent pay stubs with year-to-date earnings
- Most recent two years of W-2 Forms for all sources of income
- Two years of Personal Tax Returns – all pages
- Two years of Business Tax Returns (if self employed) – all pages
- Social Security and Pension award letters (if applicable)
- Rental Property Information – Personal Tax Returns (Schedule of Real Estate Owned). If the rental property was not listed on the most recent tax return, a copy of the lease agreement, and evidence of receipt of earnest money is required.
- Divorce or Separation Information – Copy of the Divorce Decree or Separation Agreement with any amendments.
- If you are using alimony/child support as a source of income,\* receipt of child support must be documented with a minimum of 3 months. Up to 12 months may be required.
- Copy of unexpired Drivers License from each borrower.

\*Alimony, child support or separate maintenance need not be disclosed unless you want the income to be considered as part of the application.

### **Assets and Property Information**

- Two most recent months bank statements on all open checking and savings accounts, all pages. If you are providing an online printout, please make sure the bank URL and customer name are included.
- Two months or most recent quarterly statements on other assets, including IRAs, CDs, stocks and bonds.
- Gift letter with proof of donor ability and evidence of receipt of gift funds (if applicable)
- If you are selling a home, copy of the sales agreement or HUD-1 Settlement Statement.(if applicable)
- If you have rental property or are retaining a property, please provide written verification of the amount of taxes, insurance and/or HOA dues.(if applicable)

### **Credit and Liability Information**

- Name, address and account numbers of creditors with balance and monthly payments
- Written credit explanation of any current or previous credit problems(if applicable)
- Written explanation of any inquiries on credit report. Statement, copy of note, or account number for any newly opened accounts must be provided.
- Information on any co-signed obligations.
- If paying alimony or child support, provide a copy of the divorce decree or separation agreement with amendments to verify debt obligations (if applicable).
- Bankruptcy discharge and schedule of debts (if applicable)

### **Property Information**

- Sales contract with all signatures and addendums
- Copy of earnest money check
- Name of condominium project and HOA contact information (Additional information may be required on condominiums)
- If refinance:
  - a. Copy of Deed
  - b. Real Estate Tax Bill
  - c. Copy of Homeowners Insurance Policy
  - d. Name and address of existing mortgage lender
  - e. Name and address of any second mortgage lender