

## Loan Application Checklist

### Property Information

You will need the following if you already have a contract on a house:

- Purchase Agreement
- Copy of legal description and MLS sheet
- If you are selling your *current home*, a copy of listing contract, along with mortgage statement with taxes and insurance
- If you have sold a home recently, copy of closing disclosure

### Income & Assets

- Pay stubs for the last 30 days
- Statements for each bank, mutual fund, and investment account for last two months
- W-2s - previous 2 years w/ Names and addresses of each employer
- Tax Returns - previous 2 years including all schedules and pages
- 401K / Retirement Accounts - Statements for the last 60 days
- Mortgage Statements for Any Additional Properties Owned (include taxes & insurance if not included in mortgage payment)
- If you have made any large deposits to your accounts:
  - Explanation and source for deposit
  - If large deposit was a gift:
    - Signed gift letter (lender can supply)
    - Copy of gift check
    - Copy of deposit receipt

If you own more than 25% of a business:

- Corporate or partnership tax returns

If you are self-employed:

- Tax returns for the last two years (with schedules & K-1)

If you own rental property:

\_\_\_ Tax returns for the last two years and current rental agreements

If you are retired:

\_\_\_ Pension Award Letter

If you receive Social Security:

\_\_\_ Social Security Award Letter

### Debts

\_\_\_ Names, addresses, account numbers, balances and monthly payments on all current loans.

\_\_\_ Explanation of credit report anomalies, including:

\_\_\_ Late payments, credit inquiries in the last 90 days, charge-offs, collections, judgments and/or liens

\_\_\_ Bankruptcy filed within last seven years (copy of your bankruptcy papers)

### VA Loans

\_\_\_ Copy of DD Form 214, Report of Separation

### Miscellaneous

\_\_\_ Legible Unexpired Photo ID and proof of Social Security number

\_\_\_ If applicable, a copy of your divorce decree, child custody, child support judgments, and allocation of property. Include all pages even if blank.

\_\_\_ If you are not a U.S. citizen, a copy of the front and back of your green card