



Loan Application Checklist

In general, the documentation you will need includes:

Identification

- Copy of government issued photo ID (i.e. driver's license, passport, etc...)
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Property Information (if you already have a contract on a house)

- Purchase Agreement.
 - Copy of MLS sheet, if applicable
 - If you are selling your current home, copy of listing contract.
 - If you have sold your current home, copy of settlement statement (HUD-1).
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Income & Assets

- Pay stubs for the last 30 days.
For the past two years:
 - Names and addresses of each employer.
 - W-2s
- Statements for each bank, mutual fund, and/or investment account for the last two months (include all pages).

If you have made any large deposits to your accounts (Large deposits are typically any deposits that are over 50% of your gross monthly income):

- 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 for last 2 years, including K-1s.

If self-employed:

- Personal and Business tax returns for the last two years (with schedules).
- Year-to-Date Profit and Loss Statement prepared by an accountant.

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.

If you are counting child support as income:

- Copy of divorce settlement.
 - Copy of twelve months of cancelled child support checks.
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Debts

- Names, balances and monthly payments on all current loans (Note this info will also populate from credit report).
 - 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 (bring a copy of your bankruptcy papers).
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VA Loans

- Copy of DD Form 214, Report of Separation.
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Miscellaneous

- Recent mortgage statements for any mortgages you currently have.
 - Residence addresses for the past two years and estimated dates lived at each.
 - If applicable, a copy of your divorce decree.
 - If you are not a citizen, a copy of the front and back of your green card.
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NOTES:
