

# Home Loan Application Checklist - Items needed for Loan Application

## Employment and Income Documentation

- Provide your last 30 days of pay stubs.
- Provide W-2's for the past two years.
- Provide all pages and schedules of last two years personal federal tax returns, **please sign page two.**
- If retired, provide benefit award letter, last two years 1099's, and all pages and schedules of last two years tax returns
- If any rental income is received, provide copy of current lease agreement and two years tax returns
- If VA and active duty personnel copy of Statement of Service Letter and Off Base Housing Authority Letter

## Proof of Assets Information

- Provide **ALL** pages of **most recent 2** months statements for all accounts listed in assets section of loan application; including all checking, savings, stocks, IRA, 401k, etc.
- If funds to close will come from a gift, complete the gift letter and the following: (see gift requirements)
  - a. from the donor - a front and back copy of the cleared check from the donor's account
  - b. from the borrower - a copy of the deposit slip showing the gift check deposited into your account, and a stamped balance statement from the depositor's bank
- If funds to close will come from sale of home, copy of Hud-1 from sale of home and deposit slip showing proceeds deposited into bank account

## Additional Documentation

- Copy of driver's license or passport **AND** social security card or green card
- If you have obligations due to legal actions, for example child support, bring in any judicial decree
- If applicable, a full copy of bankruptcy papers, including all schedules and discharge, we will also need a credit explanation letter explaining the circumstances which caused your bankruptcy and include how this circumstance has been corrected
- If you are a Veteran, or a spouse of a deceased Veteran you need a Certificate of Eligibility and a copy of VA DD214
- Obtain a new homeowners insurance policy within 96 hours of loan application.
- If you have an American Express Card, provide copy of most recent monthly statement(s)

## Self Employed or Business Owners

- Provide all pages and schedules of last two years business tax returns and corporate K-1's
- Letter from CPA verifying currently self-employed for the last two years
- If more than 25% ownership of a corporation, please provide two years of Corporate Tax Returns
- Copy of business license

## For Refinance Transactions

- A copy Mortgage Statement for all properties listed on tax returns
- Copy of the "Note" or "Adjustable Rate Note" (This information can be found in your previous loan closing documents)
- Provide HUD-1 settlement statement if you obtained a purchase money second at the time of purchase.