

ITEMS NEEDED FOR YOUR PRE-APPROVAL OR LOAN APPLICATION

Please reference the list below while gathering the documents for your loan application. We **strongly encourage you to print this sheet and use the "check boxes"** as you gather your documents and paperwork. Please pay attention to each line and the wording contained within. A missing bank statement page, illegible documents, etc. will hold up the processing of your preapproval or loan application. If you have questions about anything contained below or if you're having difficulty locating something, contact the loan officer you are working with. The more thorough we are at the beginning, the less likely it is that we will need to come back and ask you for missing items later, which is great for both of us! Additionally, you can disregard anything on the list that does not pertain to you or your background.

INCOME:

- Paystubs for each borrower covering the most recent 30 day period.
- Copies of all W-2's and 1099's received for **each borrower**, covering the most recent 2 years.
- Personal Federal tax returns for the last 2 years. Please make sure they include **ALL** pages and supporting schedules.
- Copies of your most recent Social Security Awards Letter, which discloses your monthly benefit amount for the upcoming calendar year, for each borrower receiving benefits. (This only applies if you are currently receiving social security , it is not your annual summary disclosing prior year's earnings)
- Copies of the most recent documentation for any other fixed income sources (pensions, annuities, etc.)

ASSETS:

- All pages** of any checking, savings, money market or investment accounts covering the most recent 60 day period. (Statements NOT printouts) PLEASE NOTE: I emphasize all pages as this is a common oversight when clients gather these items. As ridiculous as it may seem, please provide all pages, even if "Page 6 of 6" is blank or simply a reconciliation page.
- A **cleared** legible copy (front and back, if available) of the escrow deposit check for your purchase.
- All pages of any retirement, 401K or IRA accounts for the most recent 60 day period, if applicable.

PATRIOT ACT REQUIREMENTS:

- A copy of the driver's license or passport **for all individuals** applying for financing.

MISCELLANEOUS:

- All pages of any divorce paperwork, including marital settlement agreement & final decree. Bankruptcy papers to include all schedules, notices and discharge of debtors, if applicable.

IF YOU ARE SELF EMPLOYED:

- Corporate tax returns for the last 2 years. Please make sure they include all pages and schedules, including K-1's.
- Signed/dated year to date P & L statement for your business. Previous year end P & L if prior taxes have not been filed for the previous year.

IF YOU OWN ANY OTHER REAL ESTATE:

- Copies of your most recent property tax bills(s) showing full annual amount & homeowners insurance declaration (all pages) showing the annual premium, OR if escrowed, mortgage statement(s) documenting the taxes & insurance are included. Also, lease(s) on the property(s) & HOA statement(s) to document the amount of the monthly fee, if applicable.