

Resource Guide

LOAN APPLICATION CHECKLIST



CHECKLIST OF THE DOCUMENTATION THAT WILL BE NEEDED



HERE'S THE DOCUMENTATION WE'LL NEED FROM YOU:

- Most recent paystubs (covering 1 month for each borrower)
- Two recent years of W2s and tax returns.
- Name and telephone number of contact person who can verify employment, such as your human resources department or supervisor.
- All PAGES of most recent 60 days of bank and retirement statements. Please ensure bank and borrower name are included on statements.
 - * Any large deposits other than payroll will need to be verified with deposit slips and copies of items deposited. All large deposits must be sourced to their origin. Cash deposits cannot be sourced easily and will pose a problem.
- Copy of a photo ID.
- Current mortgage statement, if applicable.
 - * If you recently sold a home, we'll need a copy of the HUD closing statement.
- Letter of explanation for inquiries revealed on the credit report.
- Name and telephone number of your attorney, if you have a preference.
- Name and telephone number of contact person to verify current rent history, if applicable.
 - * If this is a recent rental contract, we'll need a copy of the contract and proof of the first month's rent.
- Name and telephone number of homeowner's insurance agent.
- Insurance quote on the subject property.
- Property tax and homeowner's insurance verification for all existing properties owned.
- If construction — land and/or builder contracts.
- If construction — house plans (emailable format, such as PDF).
- If construction — house specs/cost breakdown.
- If purchase — copy of the purchase contract and residential property disclosure.
- Copy of cleared earnest money and due-diligence checks.
- Additional information may be required depending on specific loan application