

MORTGAGE CHECKLIST

Your Mortgage Processor will give you a custom list of the documentation needed for your mortgage application. Here is a list of some of the items that may be included on that list.

IDENTITY & INCOME VERIFICATION

- Valid driver's license or other government issued photo identification.
 - All Employment information covering the past two (2) years.
 - Current paystubs for the past thirty (30) days.
 - Complete federal tax returns including all schedules for the past two (2) years along with W-2's (State returns NOT needed)
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CREDIT & ASSET VERIFICATION

- Signed credit explanation letter for any late payments, judgements, or other derogatory information listed on your credit report.
 - Signed credit letter explaining any inquiries on your credit report and if they resulted in new debt obligations.
 - Most recent two (2) months' statements for all asset accounts. All pages must be submitted including blank pages.
 - Source of funds documentation for any large deposits more that 50% of your monthly income.
 - Signed "Gift Letter" and accompanying bank statements, if applicable.
 - Divorce decree/property settlement, if applicable.
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IF SELF-EMPLOYED

- Personal & business Federal tax returns for the past two (2) years including all schedules (e.g., 1120,1120S, Schedule K-1/1065).
 - Year to date Profit & Loss statement and listing of all business debts.
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OTHER

- Fully signed Agreement of Sale (AOS)
- Home Owners Insurance Declaration & Coverage Page
- Copy of earnest money check – your initial deposit that accompanies the AOS.
- Signed disclosure documents (we will provide)