

# Loan Application Checklist

## IN GENERAL

*The documentation you will need includes:*

- Check for application fee

## INCOME & ASSETS

- Statements for each bank, mutual fund, and/or investment account for the last three months.
- Estimated value of personal property and furniture.
- Pay stubs for the last 30 days.

*For the past two years:*

- Names and addresses of each employer.
- W-2s

*If you have made any large deposits to your accounts:*

- 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.

*If self-employed:*

- Tax returns for the last three 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.

## PROPERTY INFORMATION

*(if you already have a contract on a house)*

- Purchase Agreement.
- Copy of legal description and MLS sheet.
- If you are selling your current home, copy of listing contract.
- If you have sold your current home, copy of settlement statement (HUD-1).

## DEBTS

- Names, addresses, account numbers, balances and monthly payments on all current loans.
- 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).

## VA LOANS

- Copy of DD Form 214, Report of Separation.

## MISCELLANEOUS

- Photo ID and proof of Social Security number.
- Residence addresses for the past two years.
- 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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mortgage loan financing.  
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