

Loan Application Checklist

**DRIVER LICENSE / PHOTO ID /
PERMANENT RESIDENT CARD**

- Copy or scan (must be completely legible)

TAX RETURNS

- Most recent two tax years – all pages/schedules

W2s AND/OR 1099s

- Most recent two tax years – all W2s and 1099s

**CURRENT BANK STATEMENTS
(CHECKING, SAVINGS) &
INVESTMENT STATEMENTS**

- Provide most recent two month's statements or last quarterly statement all pages (even if blank). Online printouts may be acceptable if they contain your name, full account #, and institution's name.

INCOME HISTORY

- Provide two-year income history on application

If employed, provide paystubs for most recent consecutive 30 days showing year to date totals

If retired, provide most recent year Social Security benefit verification letter (received annually) and/or retirement income verification

If self-employed, provide corporate and/or partnership tax returns

ADDRESS HISTORY

- Provide two-year address history on application

CONSIDERATIONS

If applicable:

- Copy of insurance declaration pages for all properties owned
- Copy of current lease agreements & mortgage statements (if rental income is received)
- Copy of listing agreement for property being sold
- Copy of divorce decree to identify responsibility for child support or alimony
- Copy of child support order and payment history (if using as income)
- Copy of bankruptcy petition, schedules, and discharge

Earnest money must be paid by personal or cashier's check
(not money order)

If funds to close come from a gift, we will prepare a gift letter for signature

If refinancing, provide copy of current mortgage statement with account # and homeowner insurance declaration page

Tips to Avoiding Delays



- ⊗ Make ANY deposits into your bank account(s) other than payroll
- ⊗ Make any major purchase (furniture, car, boat, jewelry, etc.)
- ⊗ Apply for new credit
- ⊗ Open a new credit card
- ⊗ Transfer any balances from one account to another
- ⊗ Pay off charge offs without discussing with me first
- ⊗ Pay off collections without discussing with me first
- ⊗ Close any credit card accounts
- ⊗ Max out or over charge your credit card accounts
- ⊗ Consolidate your debt into 1 or 2 credit cards
- ⊗ Take out a new loan
- ⊗ Start any home improvement projects
- ⊗ Finance any elective medical procedure
- ⊗ Open a new cell phone account
- ⊗ Join a new fitness club/gym
- ⊗ Pay off any loan or credit cards without discussing with me first
- ⊗ Overdraw your bank account(s)
- ⊗ Make major changes such as quitting your job or changing jobs



- ✓ Continue making your mortgage or rent payment
- ✓ Stay current on all existing accounts
- ✓ Keep working at your current employer
- ✓ Keep your same insurance company
- ✓ Keep living at your current residence
- ✓ Continue to use your credit as normal
- ✓ Reach out to me with any questions