HOW TO PREPARE FOR YOUR MORTGAGE APPLICATION

MORTGAGE LOAN CHECKLIST

Identification
☐ Driver's License

Current Bank Statements (all pages)
☐ Checking / Savings / CD
☐ Stocks / Bonds / Money market
☐ IRA / 401k*

Income & Employment
☐ Complete 2 yrs employment history
☐ Paystubs for most recent 30 days
☐ W2s and/or 1099s (2 yrs)
☐ Retirement/SS award letters
☐ Federal Tax Returns w/all schedules (2 yrs)

Property
☐ Homeowners Insurance contact information
☐ Mortgage statements for current properties
☐ Landlord contact information

If Applicable
☐ Business Tax Returns (2 yrs)
☐ YTD Profit & Loss statement
☐ HOA dues statement
☐ Bankruptcy paperwork
☐ Divorce or child support documentation
☐ DD214 VA Form

*if using retirement accounts and under the age of retirement, please confirm access to either withdraw funds or secure loan against those funds should need arise.

DOs and DON'Ts – *tips for a smooth closing*

DO:
✔ Respond quickly to requests for information
✔ Keep records for all income and assets, including deposit slips
✔ Stay current on all existing accounts by making payments on time
✔ Notify us of any changes to your employment or other incomes

DON'T:
✔ Deposit cash into accounts – it cannot be considered available funds
✔ Open any new credit cards or other accounts until after you close
✔ Make any large purchases like boats, cars, or furniture during the process

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