



DOCUMENTS NEEDED FOR LOAN APPLICATION

All Borrowers:

1. Copies of *W-2's* for last two years.
2. Copies of *paycheck stubs* for most recent 30 days.
3. Copies of *checking and savings account statements* for last three months (all pages).
4. Copies of *quarterly or semi-annual statements* for checking, savings, IRA's, CD's, money market funds, stocks, 401K, profit sharing, etc.
5. Copy of *sales contract* when ratified.
6. *Employment history* last two years (address and gaps in employment).
7. *Residency history* last two years, including name, address, phone number and account number of current mortgage company and/or landlord.
8. *Canceled earnest money check* when it clears or corresponding bank statement, if applicable.
9. *Commissioned or bonused income* – if 25% or more of base, must have last two years tax returns.
10. Check for expense of *appraisal and credit report*.
11. *Refinance* – copy of Note, Deed of Trust, Settlement Statement, Survey, Homeowners Insurance Declarations Page.
12. *Any assets* used for down payment, closing costs, and cash reserves must be documented by a paper trail.
13. If paid off mortgage in the last two years, need copies of *HUD-1*.

Self-employed Borrowers:

1. Copies of most recent *2 years tax returns* (with all schedules, including k-1's if applicable).
2. Copy of current *profit and loss statement* and balance sheet.
3. Copy of *corporate/partnership tax returns* for most recent two year period if owning 25% or more of company – copies of W-2's and/or 1099 forms.

Documents Which May Be Required:

1. *Relocation Agreement* if move is financed by employer, i.e. buyout agreement plus documentation outlining company paid closing costs benefits.
2. *Previous bankruptcy, need copies of petition for bankruptcy and discharge*, including supporting schedule.
3. *Divorce decree* if applicable.
4. Documentation supporting moneys received from *social security/retirement trust income*, i.e. copies of direct deposit bank statements, awards letter, evidence income will continue.

Documents needed for FHA/VA Loans:

1. FHA: Copy of *social security card* and *drivers license* for each applicant and co-applicant.
2. VA: Original *Certificate of Eligibility* and copy of *DD-214* Discharge Paper.
3. VA: Name and address of *nearest living relative*.