



Document Checklist and Instructions

Thank you for giving us the opportunity to assist you. Please gather All applicable documentation and send it to us via email to: Documents@Loanplex.com or fax to: **909.557.1864**.

- Identification Information:** Clear legible **Copy** of Driver's License or State ID or Passport and **Copy** of Social Security card for all borrowers.
- Hourly or Salaried Borrowers:** Provide most recent month's paystubs, W-2's and tax returns including all schedules for the previous two years. (Down Payment Assistance and Government programs require additional income documentation.)
- Self-employed Borrowers:** Provide tax returns for the previous three years, including all schedules and a YTD profit and loss statement.
- Landlords:** Provide recent rental contracts & year to date profit and loss statement.
- Asset Documentation:** Provide the most recent two months bank statements for all bank accounts including stocks, mutual funds and IRA/401K accounts. (All deposits above \$400.00 need to be sourced and documented)
- If Receiving Gift Funds:** Provide completed [Gift Letter](#) & copy of source of funds for the gift via current donor's bank statement. (Note: Gift funds must be given from sourced account with documentable proof of gift (check, cashier's check or wire))
- If Renting:** Name, address and telephone number of current landlord.
- Insurance Information:** Name, address, telephone number and policy number (if available) of property insurance agent.
- Divorced Borrowers:** Provide a copy of your divorce decree & settlement agreement.
- Legal Residents NOT US citizens:** Provide a copy of your Resident Alien Card (front & back). If you are NOT a permanent resident provide a copy of your H-1 or L-1 visa.
- Previous Bankruptcy:** Copies of all Bankruptcy Documentation including Filing, Schedule of Creditors and Discharge Notice.
- Letters of Explanation for:** Credit inquiries, derogatory credit remarks, gaps in employment, etc.
- If Refinancing:** Provide a letter explaining the purpose of the refinance. Include a copy of your current note(s) & a copy(s) of your most recent mortgage statement(s).

NOTE: A properly documented loan application makes your loan process go smoothly and avoids delays. The above information is required of all qualifying borrowers.



For Questions Call: **800.925.0321**
Or Email: Approvals@Loanplex.com
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