



DATE _____ APPLICANT NAME _____

IN ORDER TO COMPLETE THE ABOVE REFERENCED LOAN APPLICATION, WE NEED THE FOLLOWING ITEMS SUBMITTED WITH YOUR APPLICATION.

Please note any other items that may be applicable for your situation.

The loan process requires that we verify your income, assets and liabilities. Your credit report will verify your liabilities and the following documentation (also known as Alternate Documentation) will help speed up the process by providing information your income and assets.

- Two most recent paystubs. (Or one month's worth of paystubs). **Also please provide the contact name and phone number for all Borrowers Verification of Employment.**

Borrower's Work Contact _____ **Phone #** _____

Co-Borrower Work Contact _____ **Phone #** _____

- Copy of Additional Income Such as Social Security Award Letter, Pension Income, Disability Income for all Borrowers.
- NOW Required – Both;** 1040 Personal Tax returns, W2 and or 1099 forms for the last two years. (2007 & 2008)
- The most recent two months statements for all bank checking, savings, retirement (IRA's, 401k's, Pensions, Social Security, etc.), and stock and bond accounts. Please provide evidence of any asset verifiable by statement. **ALL Pages are now required buy the lenders including the back side of any statement.**
- The most recent monthly statement(s) for your current home mortgage.
- If you are currently renting, please include contact information for your landlord. Please note the landlord **will NOT** be contacted until your offer is accepted and the timing is coordinated with you. If for any reason the Landlord should not be contacted, 12 months of canceled rent checks would be required by the lender.
- Copy of insurance for your home. **Please Include the Declarations page as it is now a requirement with most lenders.** Please include Flood Insurance if you currently have it. (Earthquake Insurance is not required by our Lenders)
- Copy of your **Current** Drivers license(s) or Passport(s) is required by the Lenders because of the Patriot Act.
- If your home is a Condominium or Town Home and you have a property management company, we will need the Company Name, Contact Name and phone number. The Lender may require a "Condo Certification" which gives them the details of your association. The fee for the Certification is \$125 to \$150 which is paid in advance directly to the association by the Borrowers with a credit card.
- If you are **self employed** or using "**other**" income to qualify, please provide:
- A year to date (through most recent month end) Profit & Loss and Balance Sheet. It need not be audited, but they must be signed (preferably in blue ink) by the principals of the business. Standard forms are available upon request.



- If your business is a sole proprietorship, 2 years complete Personal **Federal** Tax Returns.
- If your business is a partnership (Form 1065), please **include** all partnership schedules and K-1's. This is not usually required if you own twenty percent or less of the business.
- If your business is a corporation, please provide all corporation forms (Form 1120). Again, if you own 20% or less of the corporation, this may not be necessary.
- The name, phone numbers and address of your CPA or accounting service.
- Lease agreements on all rental properties. If this transaction is a purchase to be owner occupied and you are holding your current residence as a rental you will need to provide a **Current** rental agreement for that property with occupancy to take place 30 to 45 days after your new property's close of escrow.
- If this is a purchase transaction and you are receiving a gift, liquidating stocks, bonds, CD's, savings or are using an equity line for the down payment:** We must document the paper trail completely! The lender requires documentation on where the money is coming from (i.e.: that the grantor has the ability to give or that there are stocks or savings to liquidate), the liquidation of the funds and the deposit of the funds into your account or escrow. Gift Letter from grantor explaining the relationship between the borrower and grantor, where the funds are held and confirmation that the borrower does not have to pay the gift back.
- Please note that an independent appraiser will schedule an appointment with you or your Realtor if this is a purchase transaction and the fee must be collected up front. You will be contacted by your Loan Officer or Loan Processor before the appointment is scheduled for payment with a credit card. Please note that this is part of the new Federal Guidelines established by The Home Value Code of Conduct. *In order to establish your Current Market Value, please prepare a list of any major improvements within the past 18 months or since the time of your recent purchase..*
- If you have been divorced within the last ten years and pay or receive family support, please provide a complete copy of your fully executed divorce degree and property settlement.
- In addition, please provide the following information so we can complete your Loan Application:
 - 1) How many years of School did you attend? Borrower _____ Co-Borrower _____
 - 2) Number and age of dependents still living at home? _____
 - 3) Years of employment with current employer and number of years in Profession?
Borrower _____ Co-Borrower _____
 - 4) Year Make and Model of Cars, Boats or Motorcycles?
Vehicle #1 _____ Value _____ Vehicle #2 _____ Value _____
Vehicle #3 _____ Value _____ Vehicle #4 _____ Value _____

Notes to Loan Officer:
