

LOAN APPLICATION CHECKLIST

DOCUMENTATION

In general, the documentation you will need includes:

- Check for application fee

PROPERTY INFORMATION

If you already have a contract on a house:

- Purchase Agreement
- Copy of legal description and MLS sheet.
- If you are selling your current home, copy of listing contract.
- If you have sold your current home, copy of settlement statement (HUD-1).

DEBTS

- Names, addresses, account numbers, balances and monthly payments on all current loans.
- Explanation of credit report anomalies, including:
 - Late payments, credit inquiries in the last 90 days, charge-offs, collections, judgments and/or liens.
- Bankruptcy filed within last seven years (bring a copy of your bankruptcy papers).

VA LOANS

- Copy of DD Form 214, Report of Separation.

DEBTS

- Photo ID and proof of Social Security number.
- Residence addresses for the past two years.
- If applicable, a copy of your divorce decree.
- If you are not a citizen, a copy of the front and back of your green card.

INCOME & ASSETS

- Pay stubs for the last 30 days.
- Names and addresses of each employer for the last 2 years.
- W-2s for the last 2 years.
- Statements for each bank, mutual fund, and/or investment account for the last three months.
- Estimated value of personal property and furniture.

If you have made any large deposits to your accounts:

- Explanation and source for deposit.
 - If large deposit was a gift:
 - Signed gift letter (lender can supply).
 - Copy of gift check.
 - Copy of deposit receipt.

If you own more than 25% of a business:

- Corporate or partnership tax returns.

If self-employed:

- Tax returns for the last three years (with schedules).
- Year-to-Date Profit and Loss Statement prepared by an accountant.

If you own rental property:

- Tax returns for the last two years and current rental agreements.

If you are retired:

- Pension Award Letter.

If you receive Social Security:

- Social Security Award Letter.

If you are counting child support as income:

- Copy of divorce settlement.
- Copy of twelve months of cancelled child support checks.



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