

## Document Checklist

### Please Provide Copies of the Following Applicable Items:

- \_\_\_\_\_ 1. Copies of two current IDs (driver's license, social security, passport, military, birth cert.)
- \_\_\_\_\_ 2. Two most recent paystubs in the last 30 days
- \_\_\_\_\_ 3. Last two years Federal Tax Returns, W2's & 1099's
- \_\_\_\_\_ 4. Two Most Recent Bank Statements (all pages on all accounts)
- \_\_\_\_\_ 5. Current 401K, Money Market, CD, Stock or Investment account statements (if applicable)
- \_\_\_\_\_ 6. Annual Award Letter &/or Benefits Check (social security, retirement, disability, etc.)
- \_\_\_\_\_ 7. Letter of Explanation for Delinquent Credit Ratings (if applicable)
- \_\_\_\_\_ 8. Residence History for the last 2 years (include last 12 months landlord info)
- \_\_\_\_\_ 9. Employment History for the last 2 years (include all employer contact info)
- \_\_\_\_\_ 10. Copy of Home Owner's Insurance Declaration Page/Quote & Agent's contact Info
- \_\_\_\_\_ 11. Most Recent Property Tax Bill & Mortgage Statement (for all properties & mortgages)
- \_\_\_\_\_ 12. Refis - Adjustable Rate Loans - Copy of 1<sup>st</sup> Mortgage Note, Note Riders / Addendums
- \_\_\_\_\_ 13. Refis - List of Home Improvements or Debts to be Paid Off
- \_\_\_\_\_ 14. Veterans - Copy of DD214 and Certificate of Eligibility

### If Prior Bankruptcy, Foreclosure or Divorce

- \_\_\_\_\_ 15. Copies of Bankruptcy Filing and Discharge Papers
- \_\_\_\_\_ 16. Letter of Explanation for Bankruptcy
- \_\_\_\_\_ 17. Letter of Explanation for Foreclosure
- \_\_\_\_\_ 18. Copy of Divorce Decree
- \_\_\_\_\_ 19. Copy of Court Order & 6 months payment history if paying/ receiving child support (this is needed to verify payments are paid or received on time)

### Self-Employed Borrowers or Landlords:

- \_\_\_\_\_ 20. Business taxes for the last two years
- \_\_\_\_\_ 21. Profit and Loss Statement for the last two years
- \_\_\_\_\_ 22. Copy of Partnership Agreement or Articles of Incorporation
- \_\_\_\_\_ 23. 12 months bank statements for all accounts
- \_\_\_\_\_ 24. Copy of 2 most recent paycheck stubs if drawing a salary
- \_\_\_\_\_ 25. Proof of business for the last two years (copy of business license, etc.)
- \_\_\_\_\_ 26. Copy of rental or lease agreement(s)
  
- \_\_\_\_\_ 27. Other items: \_\_\_\_\_
- \_\_\_\_\_ 28. \_\_\_\_\_
- \_\_\_\_\_ 29. \_\_\_\_\_
- \_\_\_\_\_ 30. \_\_\_\_\_