

Mortgage Application Checklist:

Your Current Residence

- Complete address information for the most recent 2 years
- Names, address, and telephone number for your landlord for the past 2 years if renting

Your Employment / Income

- Copies of your pay stubs for the most recent 30-day period
- Copies of your W-2 or 1099's forms for the past three years
- Name, address, and phone numbers of **all** employers for the last two years
- Some down payment assistance programs will also require copies of your most recent 3 year federal tax return to prove you are a first-time buyer
- Copy of diploma, degree, or transcripts if you have not been working a full 2 years

If **self-employed** or receive **commission** or **bonus**, **interest/dividends**, or **rental income**:

- Provide full tax returns for the last two years PLUS year-to-date Profit and Loss Statement (Please provide complete tax return including **all schedules**. If you have filed an extension, please supply a copy of the extension.)
- K-1's for all partnerships and S-Corporations for the last two years (Please double-check your return. Most K-1's are not attached to the 1040.)
- Completed and signed Federal Partnership (1065) and/or Corporate Income Tax Returns (1120) including all schedules, statements and addenda for the last two years. (Required only if your ownership position is 25% or greater.)

If you will use **Alimony** or **Child Support** to qualify

- Provide divorce decree/court order stating amount, as well as, proof of receipt of funds for last year. 12 month printout available through the county that issued the support order

If you receive **Social Security** income, **Disability** or **VA** benefits:

- Provide the most recent award letter from agency or organization

Source of Funds / Assets

- Savings, checking or money market funds - provide copies of bank statements for the last **3 months (all pages)**
- Most recent 401-k, IRA, or other investment statements if applicable
- Gifts - If part of your cash to close, provide Gift letter and proof of receipt of funds (your lender can assist you with this)
- Sale of your existing home - provide a copy of the signed sales contract on your current residence and statement or listing agreement if unsold (at closing, you must also provide a settlement/Closing Statement)

Your Debt/Credit

- Prepare a list of all names, account numbers, balances, and monthly payments for all current debts
- Complete set of bankruptcy papers / discharge papers and letter of explanation if applicable
- If you are paying alimony or child support, include marital settlement/court order stating the terms of the obligation
- Documentation proving settlement of any outstanding judgments or collections if applicable