

LOAN CHECKLIST

The following information must be supplied by the borrower before their loan can be submitted.

FORMS REQUIRED

- 4506T (enclosed)
- Social Security Card
- Borrowers Authorization (enclosed)
- E-Sign Disclosure (enclosed)
- Market Appraisal Credit Card Authorization (enclosed)
- Green Card (only if non-citizen)

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- Where Your Down Payment is Coming From (purchase only)
Gift / Checking / Savings / Other (circle one) \$ _____ (amount)
\$ _____ (amount)
 - Last Two Years W-2's
 - Last Two Years Personal Tax Return Filed with IRS (all schedules)
 - Last Two Years Corporate Tax Returns Filed with IRS and YTD Profit and Loss/Balance Sheet (if self-employed)
 - Thirty Days Current Pay Stubs (most recent)
 - Two Months Most-Current Bank Statements for All Accounts (all pages)
 - Investment Accounts/401K and Retirement Statements (most current, all pages include terms of withdrawal or proof of liquidity)
 - Home Owners Insurance Agent Name and Number
 - Copy of Driver's License (if applicable)
 - Divorce Decree (if applicable)
 - Child Support Order (if applicable)
 - Bankruptcy Papers and Discharge Notice (if applicable)
 - Copy of Mortgage Note (for subordinate financing- if applicable)
 - Rental Agreements for All Properties Owned (if applicable)
 - Copy of Mortgage Statement (for all properties- if applicable)
 - Proof of Taxes and Insurance on All Properties (if not escrowed - if applicable)
 - Purchase and Sales Agreement (purchase only)
 - Other (describe): _____
 - Other (describe): _____

VA LOANS

- Copy of DD214 (VA Loan)
- Certificate of Eligibility

IF RETIRED

- Social Security Award Letter
- Pension Award Letter
- Last Two Years 1099's