

Watertown Savings Bank

MORTGAGE LOAN APPLICATION CHECKLIST

Preparation in advance will help the process go smoother. The following list encompasses the documents and items a loan officer will most likely need to process your home loan.

INCOME

Salaried Borrower(s)

- W-2 forms for previous two (2) years
- Two (2) most recent paycheck stub(s)

Commissioned/Bonus Borrower(s)

- Complete copies of previous two (2) years personal Federal tax returns
- Two (2) most recent paycheck stub(s)

Self-employed Borrower(s)

- Personal, partnership, S-Corp and/or Corporate tax returns including all schedules for the previous two (2) years (signed & dated)
- Current, signed and dated, year-to-date financial statements, including balance sheet and profit and loss statement

ASSETS / LIABILITIES

Copy of past three (3) statements if received monthly OR two (2) statements if received quarterly on the following accounts:

- Checking
- Savings
- Brokerage Accounts
- Money market
- Retirement Accounts
- Other

MORTGAGE REFINANCE

- Most recent statement of mortgage being refinanced
- Most recent paid copy of tax bills (Town/County, School and City/Village if applicable)
- Most current statement of homeowner's policy showing the premium and renewal date
- Most recent copies of statements for other debts being satisfied, if applicable
- Abstract of title
- Survey Map

MISCELLANEOUS

- Copy of purchase contract on subject property and listing agreement or contract on existing home being sold
- Copy of your cancelled earnest money checks
- Copy of Divorce Decree, Separation Agreement for all divorced parties
If divorce is not final, please provide a copy of the temporary orders
- Current lease for each rental property owned and previous two (2) years tax returns with all schedules