



## MORTGAGE LOAN CHECKLIST

We will be requesting the following information for the processing of your mortgage loan application once we receive the signed Loan Estimate that will be mailed to you. Preparation of these documents in advance will expedite your loan transaction.

### PERSONAL IDENTIFICATION

- ☐ Valid driver's license
- ☐ Passport (if applicable)

### INCOME

#### Salaried Borrower(s)

- ☐ W-2 forms for previous two (2) years
- ☐ Two (2) most recent consecutive paycheck stub(s)
- ☐ Complete copies of previous two (2) years personal Federal tax returns\* (signed & dated)  
\*to include all worksheets, forms and schedules

#### Commissioned/Bonus Borrower(s)

- ☐ Complete copies of previous two (2) years personal Federal tax returns \*(signed & dated)  
\*to include all worksheets, forms and schedules
- ☐ Two (2) most recent consecutive paycheck stub(s)

#### Self-employed Borrower(s)

- ☐ Sole Proprietor, Partnership, S-Corp and/or Corporate **Federal tax returns, including all schedules for the previous two (2) years (signed & dated)**
- ☐ Current, signed and dated, year-to-date interim financial statements, **including balance sheet and profit and loss statement**

### ASSETS / LIABILITIES

**Copy of two (2) most recent statements, either monthly or quarterly, for the following accounts:**  
**Please be sure to copy all numbered pages, even those that are blank**

- ☐ Checking
- ☐ Savings
- ☐ Money market
- ☐ Retirement Accounts
- ☐ Investment Accounts

### MORTGAGE REFINANCE

- ☐ Most recent statement of mortgage being refinanced
- ☐ Most current statement of homeowner's policy showing the premium, coverage, and renewal date
- ☐ Most recent statements for any debts being satisfied with mortgage proceeds
- ☐ Abstract of title – Original document is required.
- ☐ Survey Map

### PURCHASE

- ☐ Copy of purchase contract on subject property
- ☐ Copy of your cancelled earnest money checks
- ☐ Copy of listing agreement or contract of current property (if applicable)

### CONSTRUCTION LOANS

**Please include detailed house or addition plans, as well as detailed cost estimates**