
Loan Application Checklist

- Completed loan application
- Copy of Purchase Agreement signed by all parties with all addenda's
- Copy of cancelled earnest money check

ASSETS

- Copy of last 2 months bank statements from all bank accounts with all pages
- Copy of last 2 months or most recent quarterly statements for stocks and bonds with all pages for all accounts
- Gift letter - We have a standard form, if you are receiving a gift
 - Verification of receipt of gift funds. This can be done at close of escrow
- Copy of contract/settlement statement on sale of any real estate
- Sale of asset other than real estate – see your loan officer. Source of funds for down payment and closing costs must be documented
- Copy of your insurance policy on all properties owned

INCOME/EMPLOYMENT

- Copy of most recent two year's tax returns with all attachments such as W2's, 1099's, K1's, etc.)
- Copy of last 30 days paystubs with year to date information
- Self Employed/Investors/Commissions
 - Current year to date income and expenses statement signed and dated
 - Corporation –last 2 years to complete corporate returns
 - General Partnership – last 2 years complete return & K1's
 - Balance sheet on business if applicable
- School diploma and transcripts (if just starting a job or changing careers)
- Work history letter (if there is a gap in employment or change in career)
- Retirement/Social Security/Disability – copy of award letter from institution stating your monthly income and copy of your most recent check or paystub
- Note income - Copy of promissory note and proof of last 12 months of income
- Rental income - Copy of rental agreement if not shown on tax returns
- Alimony or child support income - Full interlocutory divorce decree, settlement, and proof of last 12 months of income

MISCELLANEOUS

- Complete bankruptcy papers and discharge with written credit explanation
- Written credit explanation if you are aware of late payments that will show up on your credit report
- VA Loan
- Insurance agent's name and company information
- Title company's name and contact number
- Landlord's name and address for the last 2 years
- Would you like your taxes and insurance impounded?