

Application Checklist

Use this checklist to make sure you have all the important information you'll need for your loan application.

1. Your Personal Data

- ☐ If purchasing, provide a copy of signed and dated sales contract and legal description of the property you're buying.
- ☐ The address and phone number of all employers for the previous two-year period. Be sure to have the exact dates of employment with each employer (month and year), and we must have correct addresses to send employment verifications.
- ☐ Copies of your W-2s for previous 2 tax years.
- ☐ Copy of your most recent pay stubs if paid monthly, 3 most recent pay stubs if paid bi-monthly, bi-weekly or weekly.
- ☐ Self-employed individuals please provide signed dated tax returns with all tax schedules for the last two years, year to date P&L statement and a balance sheet.
- ☐ Current awards letter for social security income, VA benefits and retirement income.
- ☐ Social Security number.
- ☐ The address of where you have lived for the previous two-year period. If you rented, provide landlord's name, address and phone number.

2. Your Assets

- ☐ All bank balances, account numbers, names and addresses of banks.
- ☐ All stocks and bonds owned.
- ☐ Market value of all real estate owned, payment amounts and taxes.
- ☐ If rental income is received, signed and dated tax returns for the previous two years.
- ☐ An executed copy of documentation regarding any alimony, child support or separate maintenance. A copy of divorce decree is required.
- ☐ Approximate amount of vested interest in any retirement plan.
- ☐ Face amount and cash value of life insurance policies.
- ☐ Make and year of all cars, boats, etc., plus market value of each.
- ☐ Documentation of income from any other source.
- ☐ Value of all household and personal possessions – the estimated lump-sum dollar amount.
- ☐ Be prepared for us to verify the source of funds to close the loan when you make application. Unsecured borrowed funds are not acceptable.
- ☐ Be sure to advise the loan officer taking your application of recent raises, raises forthcoming, bonuses, company-furnished car, commissions, overtime, etc. This could be very important in obtaining loan approval.

3. Your Liabilities and Established Credit

- ☐ All revolving and installment debts (auto loans, credit cards, etc.) balances and payments.
- ☐ If a present home is pending sale, submit a copy of the sales contract. If already sold, submit a certified copy of settlement statements (HUD-1).
- ☐ Any existing mortgage payments you have.
- ☐ Documentation of all required payments for child support or alimony, other maintenance support or equitable distribution obligations. A copy of divorce decree will be required.
- ☐ Homeowner's Association dues, if applicable.
- ☐ Credit reference, if necessary, with names, addresses, account numbers, etc.