

### **Loan Application Checklist**

In general, the documentation you will need includes:

- Check for application fee

### **Property Information (if you already have a contract on a house):**

- Purchase Agreement
- Copy of legal description and MLS sheet
- If you are selling your current home, copy of listing contract
- If you have sold your current home, copy of settlement statement (HUD-1)

### **Income & Assets:**

- Pay stubs for the last 30 days

For the past two years:

- Names and addresses of each employer
- W-2s
- Statements for each bank, mutual fund, and/or investment account for the last three months
- Estimated value of personal property and furniture.

If you have made any large deposits to your accounts:

- Explanation and source for deposit.
- If large deposit was a gift:
  - Signed gift letter (lender can supply)
  - Copy of gift check
  - Copy of deposit receipt

If you own more than 25% of a business:

- Corporate or partnership tax returns

If self-employed:

- Tax returns for the last three years (with schedules)
- Year-to-Date Profit and Loss Statement prepared by an accountant

If you own rental property:

- Tax returns for the last two years and current rental agreements

If you are retired:

- Pension Award Letter

If you receive Social Security:

- Social Security Award Letter

If you are counting child support as income:

- Copy of divorce settlement
- Copy of twelve months of cancelled child support checks

**Debts:**

- Names, addresses, account numbers, balances and monthly payments on all current loans
- Explanation of credit report anomalies, including:
  - Late payments, credit inquiries in the last 90 days, charge-offs, collections, judgments and/or liens
  - Bankruptcy filed within last seven years (bring a copy of your bankruptcy papers)

**VA Loans**

- Copy of DD Form 214, Report of Separation.



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#### **Miscellaneous**

- Photo ID and proof of Social Security number.
- Residence addresses for the past two years.
- If applicable, a copy of your divorce decree.
- If you are not a citizen, a copy of the front and back of your green card.