

LOAN APPLICATION CHECKLIST



- Real estate contract with legal description and deposit receipt.
- Check for appraisal and credit report, varies with lender.
- Name and complete address of last two years of residence.
- Name and complete address of last two years landlord or mortgage company.
- Explanation letter regarding any employment gaps over the last two years.
- Name and address of last two years employers with dates.
- Explanation letter of any credit deficiencies.
- Social Security Numbers of all borrowers.
- Current gross monthly income figures.
- Copy of paystubs covering a 30-day period and last two years W2s and or 1099s.
- If income is derived from other sources, two years tax returns, both business and personal with all schedules, signed.
- If self-employed, current profit and loss on income and expenses.
- If divorced, copy of complete recorded decree and settlement.
- Name, address, and account numbers of all places where assets are held (checking, savings, CD's, IRA's, etc.) 3 month's of most current statements.
- List of stocks, securities with market value – certified copies.
- Estimate of cash value of life insurance.
- Schedule of real estate owned, with value, lien, rental income, payments.
- Year, make, and model of vehicles.
- Estimate value of furniture and personal property.
- Name, address, numbers, balance and payments of installment loans
- If child support is being paid, proof of payments.
- If relocating, information regarding buy-out of house, payment of closing costs, etc. from company.
- If selling current house, copy of listing agreement or contract.
- Homeowner's Insurance documentation.

Additional Requirements for FHA/VA Loan Applications

- Copy of Driver's License and Social Security Cards
- Name and address of nearest living relative.
- Copy of DD214 and/or original Certificate of Eligibility (VA only).
- Child care expenses must be provided.

