

# What You May Need For Your Loan Application

## For ALL APPLICANTS

- Last two years' Federal tax returns (1040's)
- Last three years' Federal tax returns (1040's)
- Last two years' original W-2 forms, for each applicant.
- Copy of your driver's license
- Copy of your purchase contract, signed by all buyers and sellers (for purchase transactions)
- Original pay stub(s) covering the last 30 day period, for all applicants.
- Original bank statements for the past three months, for all checking and savings accounts (all pages) Continue to save your bank statements until you close your loan.
- Name, address and phone number of landlord for the last 12 months if you are currently renting or have rented in the past 12 months.
- Original 401K and IRA statements (if applicable)
- Original investment account statements for the past three months. (e.g., mutual funds accounts)
- A check for payment of the application deposit (funds necessary to order an appraisal and a credit report)

## If you are REFINANCING

- Your Deed
- Your Survey
- A Copy of your most recent mortgage statement
- Proof of homeowner's insurance

## If you are applying for a VA LOAN

- VA Certification of Eligibility
- Form DD-214 or, for in-service veterans. Statement of Service
- Most recent Leave and Earnings Statement (in-service veterans only)

## If you Are SELF-EMPLOYED or have COMMISSION INCOME

- Copies of your last two years personal and business federal signed income tax returns (Please sign in blue ink).
- Year-to-date Profit and Loss Statement and Balance Sheet (self-employed only)

## If you have been DIVORCED or SEPARATED

- Complete signed copy of all divorce decrees or separation agreements, including any stipulation or modifications.
- Proof of receipt of child support payments for the last twelve months and must continue for 3 years. (Only if you intend to use this income to qualify for your mortgage loan OR if you are required to pay child support).

## If you have declared BANKRUPTCY in the last 7 years

- Copy of Petition /Decree, Schedule of Creditors and copy of discharge.
- A letter of explanation on why you filed bankruptcy.

## Miscellaneous Items

- If you have graduated from high school or college during the last two years, enclose a copy of your diploma.
- If, during the past two years, you had a gap in your employment of 30 days or more, include a letter explaining the reason for the gap in employment
- If you have sold your present home, you will need to provide your lender with a copy of your signed HUD I Settlement Statement showing the amounts of the proceeds (if the sale of your home is not yet complete, please provide a copy of the Purchase Contract on your present home).
- If you have rental property, we will need a copy of your current lease or signed federal income tax returns. (Schedule E)
- If you are receiving a "gift" for part of your down payment, include a gift affidavit signed by donor, evidence of transfer from donor's account and receipt by borrower.
- If you are being relocated by your employer, provide a copy of your company's relocation policy.