

MORTGAGE LOAN CHECK LIST

Identification

- For non-US Citizens - Immigration Visa/Green Card

Current Bank Statements (all pages x 2 months)

- Checking and Savings statements
- Stocks, Funds, Securities, Money Markets & CDs Statements
- 401K/IRA including terms of Withdrawal (If used for reserve)

Income/Employment (please sign where applicable)

- Complete 2 year employment history (in application)
- Paystubs covering at least 30 most recent days
- Retirement/Social Security income (if applicable)
- W2 and/or 1099 forms (2 years)
- Federal Tax Returns with all schedules (2 years)

If Self Employed:

- Business Tax Returns – (2 years)
- YTD Profit & Loss Statement
- Current Balance Sheet

Property

- Mortgage Statement (i.e. 1st Mortgage, 2nd Mortgage, Home Equity Loan/Line of Credit) for all existing properties
- Homeowners Hazard Insurance contact information or 1st page of policy (if known)
- Homeowners' Association Dues Statement (if relevant)

For investment property:

- Lease agreement on all rental properties

Purchase

- Purchase & Sale Agreement (all forms and addendums)

Special Circumstances (if applicable)

If Divorced:

- Divorce decree (all pages)
- Child Custody and Support Agreement (all pages)

If previous Bankruptcy, Deed in Liu, etc.

- Bankruptcy Discharge papers

Letters of Explanation (LOX) for:

- Additional Addresses on bank statements, tax forms, etc.

Military Members & Veterans:

- Certificate of Eligibility
- DD214

DOs & DON'Ts (tips for a smooth closing)

DO respond quickly to our requests for information to avoid delays in the process

DON'T deposit cash to your bank account – cash deposits will not be considered available funds

DO provide documentation for any non-payroll deposits – gifts from family members require additional documentation

DON'T open any new bank accounts or credit card accounts to take out a loan or lease – new accounts will be factored in your Debt-To-Income Ratio (DTI) and will require additional underwriting

DON'T let anyone pull or check your credit until AFTER you close on your mortgage – credit inquiries are monitored and will require explanation

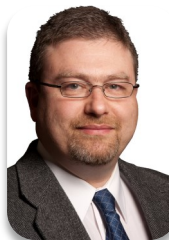
DO stay current on your existing credit accounts – your credit is monitored throughout the mortgage process

DON'T make any major purchases (furniture, car, boat, jewelry) during the mortgage process

DO pay off any collections, judgments or tax liens reporting on your credit report

DON'T quit or change your job – our underwriters will verbally verify your employment on the day of closing

DO call us – we are here to help you throughout the process!



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