

The Borrower Checklist

Identity

- Signed Borrowers authorization
- Identification for all Borrowers: State ID, Driver's License, Passport, etc.
- Social Security Card (FHA Loans Only).
- Resident Alien Card or Visa if not a citizen.

Income

- Pay stubs from the past 30 days.
- W-2/1099 statements from the past 2 yrs.
- Federal Tax Returns (including all schedules and K-1 statements) from the past 2 years.
If you own more than 25% of any business listed on your Schedule E please provide two year federal returns for that business.

Assets & Liabilities

- Statements for all Checking, Savings, Investment & Retirement Accounts for the most recent consecutive 60 days.
- Liability Summary for all outstanding debts not listed on credit report: Car Loans, Credit Cards, Student Loans, Child Support, etc.
- Letter of explanation for any recent credit inquiries or derogatory items.
- Divorce Decree, if applicable.

Property

- Provide a mortgage statement for each property you currently own.
If a condo, provide assessment statement
If you do not escrow, provide tax bill & insurance statement.
- HUD-1 Statement from any recent purchase or sale of property.
- List of all other persons that are on the Title that are not on the mortgage application.
- Trust Documents if the property is held in trust.
- Condo/Townhome Association contact information and By-laws.

Purchase Transactions Only

- Sales Contract for the new property and, if applicable, the old property.
Include all addendums/disclosures
Copies of Earnest Money Checks
Leases (if applicable)
- Your Real Estate Agent and Attorney: names and contact information.
- Seller's Real Estate Agent and Attorney: names and contact information.
- Homeowner's Insurance Agent: name and contact information.

Refinance Only

- All current Mortgage Statements showing the company name, account number and phone number.
- Copy of your current Note or Equity Line agreement for any 2nd mortgage on the property.
- Homeowner's Insurance Declaration Page showing current coverage and your Agent's name and phone number.