

LOAN APPLICATION CHECKLIST

The following information will be needed to complete your loan application. As you gather this information, place a check mark (✓) beside the items collected. By returning copies of the requested documentation and forms along with this checklist, you can save time in the processing of your loan application. If you are completing this application jointly, all information must be provided for both borrower and co-borrower.

IF THIS IS A PURCHASE TRANSACTION:

- A copy of the signed sales contract (plus any addendums, if applicable).
- A copy of the Realtors Multiple Listing of property or legal description from the seller or listing agent.

IF THIS IS A REFINANCE TRANSACTION:

- Letter regarding purpose of refinance (cash out refi's only)
- A copy of your latest mortgage statement showing current unpaid principal balance.
- A copy of your existing deed and note.
- A copy of your existing survey.
- A copy of the declaration page of your existing hazard insurance policy (and flood insurance policy, if applicable).

FOR ALL TRANSACTIONS:

- A check/draft for payment of processing fees.
- Paystubs for the most recent 30 day period, showing year-to-date information.
- A copy of the previous two years W-2s for each borrower.
- A copy of award letters, statements, etc. to verify any additional income (i.e., Social Security, Disability, Retirement).
- A copy of statements for the last two months from each checking, savings, or other deposit accounts (including Money Market, CDs etc.)
- A copy of latest stock and/or bond statements.
- If recent college graduate, a copy of transcript or diploma

OTHER DOCUMENTATION YOU WILL NEED IF:

You are self-employed or are on commission and/or bonus income:

- Copies of your last two years federal tax returns with original signatures and all schedules.

Self-employed must also furnish:

- A year-to-date profit and loss statement.

You have rental property:

- Copies of your last two years federal tax returns (pages 1 & 2 (signed) and schedule E)
- Copies of the leases on rental properties.

You are divorced and wish alimony, child support or separate maintenance to be considered as a basis for repayment of the loan:

- A copy of the recorded divorce decree.
- Proof of receipt of payment of the above for the past 12 months (i.e., copies of bank statements showing regular deposits, canceled checks, history of payment from Clerk of Court).

You are applying for a construction loan:

- A copy of the plans and specifications.
- A copy of the contract with the builder and/or others indicating the cost of all improvements.
- A copy of your Deed; Building Permit; Well and Septic Permits, if applicable.

IF THIS IS A VA TRANSACTION:

- Your original Certificate of Eligibility.
(If you don't have it, bring your DD214 or Statement of Service.)