

Paperwork Needed

I. Initial items needed for a PURCHASE transaction pre-approval:

Most recent 2 years Federal Income-Tax Return (all pages), most recent pay stubs covering 30 days and most recent W-2 form(s), if employed. If partnerships or corporations are shown on Schedule E of your federal income-tax return, please provide most recent two years of Federal Income Tax Returns (all pages) for those entities of which you own 20% or more, and the most recent K-1 form(s) for those of which you own less than 20%. If you get retirement or Social Security income, bring the bank statement (all pages) showing the most recent automatic deposit and the most recent "award letter" (if you can find it), and the most recent payment advice from the company paying the monthly retirement, if you get payment advice in the mail.

Most recent liquid asset statement showing all funds needed for the down payment and closing costs. Please include all pages of multi-page asset statements. (Two consecutive months of statements showing the funds on deposit will eventually be needed.) If you are receiving a gift for any of these funds, please provide an explanation of who is giving the funds and how much they are giving.

II. Initial items needed for a REFINANCE application:

Most recent 2 years Federal Income-Tax Return (all pages), most recent pay stubs covering 30 days and most recent year W-2 form(s), if employed. If partnerships or corporations are shown on Schedule E of your federal income-tax return, please provide most recent two years of Federal Income Tax Returns (all pages) for those entities of which you own 20% or more, and the most recent K-1 form(s) for those of which you own less than 20%. If you get retirement or Social Security income, bring the bank statement (all pages) showing the most recent automatic deposit and the most recent "award letter" (if you can find it), and the most recent payment advice from the company paying the monthly retirement, if you get payment advice in the mail.

Most recent asset statement showing \$3-10k or more liquid if possible (all pages if multi-page statement, retirement account statements OK), relatively recent mortgage payment coupon for loan(s) being paid off, relatively recent mortgage payment coupon showing loan number for any credit line that you may have secured by your home (which normally will have to be paid off and closed).

If you own rental properties and are refinancing one of them, please provide asset statements (all pages) showing enough money to cover six months of payments (loan payment, taxes, homeowner's dues, if any, and property insurance) for all properties owned.

Name and phone number of your homeowner's insurance agent or current insurance declaration page showing your coverage and agent information.

Please ensure that copies are legible. No staples please. More documents may be needed depending on your situation. Everything you provide will be confidential.