

Applicant Checklist

All Files

- Copy of driver's license
- 2 or more most current paystubs (equal 1 full month of pay)
- All 2017 and 2016 W2's (and/or 1099's)
- 2017 and 2016 Federal, full tax returns including all schedules (all pages)
- Most recent two month checking and savings account statements (all pages; include blank pages)
- Copy of earnest money check (purchases only), and proof it cleared account

If Applicable

- 2017 and 2016 Business tax returns including all schedules
- Most recent social security/pension income awards letter
- Bankruptcy papers, evidence of discharge
- Full divorce decree, the final judgment, and marital settlement agreement
- Most recent mortgage statement (for any financed properties)
- Copy of HOA dues statements on all properties owned
- Current statement for any investment accounts; 401K's (with terms of withdraw), stocks, bonds and/or IRA accounts.
- Documentation of any large deposits appearing on bank statements (copies of canceled checks)
- Copy of signed contract (if selling current residence)
- Copy of U.S. Green Card or other official documentation (non U.S. citizen)
- Copy of survey, homeowner's insurance, declaration pages owners title policy, and flood insurance (for refinances)
- Statement of Service Letter and Certificate of Eligibility (for VA Loan active duty)
- Copy of DD214 and Certificate of Eligibility (for VA Loan non-active duty)



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