

■ Mortgage Loan Application Checklist

Place personal and company
information/logo here

Mortgage Lender: _____
Address: _____
Loan Officer: _____ Phone: _____
Date of Application: _____ Time: _____

Thanks for using our real estate firm to find your home. To assist you in making your mortgage loan application, we have prepared the list of items that may be needed by the lender. Additional information may be requested.

The Transaction:

- ☐ Copy of the signed purchase contract.
- ☐ If you have sold your present home, a copy of the HUD-1 closing statement. If the sale is not complete, a copy of the signed purchase contract.

Your Income:

- ☐ Original pay stubs for the latest 30-day period.
- ☐ Original W-2 forms for the previous two years.
- ☐ If you are self-employed or have commission income: a year-to-date profit and loss statement and balance sheet; copies of your last two years' personal and business signed federal tax returns.
- ☐ If you are using child support payments to qualify for mortgage: proof of receipt.

Your Assets:

- ☐ Original bank statements for all checking and savings accounts for the past three months. You should be able to explain all deposits not from payroll.
- ☐ Original statements from investment or brokerage firms for the last three months (if applicable).
- ☐ Original IRA or 401(k) statements (if applicable).
- ☐ List of real estate owned: address, market value, mortgage balance, name and address of mortgage company.
- ☐ List of life insurance policies with company name, face value, beneficiaries, and cash surrender value.
- ☐ List of automobiles, with make, model, value, amount owed, lender name, address and account number.
- ☐ Estimate of replacement value of household furniture and appliances.
- ☐ Value of other assets (collections, art, etc.).
- ☐ If you have sold a home in the past two years, a copy of the closing statement and a copy of the deed given.

Your Liabilities:

- ☐ Credit cards: name, address, account number, monthly payment; and present balance.
- ☐ Other liabilities: name, address, account number, monthly payment and present balance.

Payments for Housing:

- ☐ List of addresses for previous two years, along with names, addresses and phone numbers of landlords and/or mortgage companies where housing payments were made.
- ☐ Last 12 month's canceled checks for housing payments (landlord or mortgage company).

If you are divorced:

- ☐ Copies of all divorce decrees, including any modifications or stipulations.
- ☐ Child support or alimony payments: amount, duration, and proof of payment for 12 months.

If you are applying for an FHA loan:

- ☐ Photocopy of driver's license or other acceptable photo ID.
- ☐ Photocopy of Social Security Card.

If you are applying for a VA loan:

- ☐ VA Certificate of Eligibility.
- ☐ Form DD-214.

For in-service veterans or those discharged within the past two years.

- ☐ Statement of Service.
- ☐ Most recent Leave and Earnings Statement.

Other items:

- ☐ If you have graduated from high school or college within the previous two years, a copy of your diploma or transcripts.
- ☐ If you have a gap in employment for 30 days or more, include a letter explaining the reason.
- ☐ If part of your down payment is a gift, the lender will give you a gift letter for signature when you apply.
- ☐ If you have filed bankruptcy in the last seven years, give a letter explaining the reasons, a copy of the Petition Decree, a Schedule of Creditors, and the Discharge document.
- ☐ If you have rental property, a copy of the current lease and two year's signed income tax returns.

Your Check:

- ☐ Your check for the appraisal and application fee.