

HOME LOAN APPLICATION CHECKLIST

- Purchase Agreement, signed by all parties (if purchase transaction)
- Legal Description of property (from survey, deed or title work)
- Driver License for all borrowers
- W2s for last two years
- Explanations of any other income
- Pay Stubs – copy of 2 most recent pay stubs for all jobs
- Tax Returns for last two years
- If Self-employed:
 - If 25% or more in ownership interest, corporate or partnership tax returns and K-1s for last two years
 - YTD profit and loss statement and balance sheet
- If refinance transaction:
 - Copy of existing declaration sheet of hazard insurance
 - Copy of last statement from existing mortgage company
- Bank Statements – copy of last two months banks statements on all bank accounts
- Copies of most current statements for stocks, bonds, mutual funds, IRAs and other retirement accounts
- If you have ever had a bankruptcy, a copy of the proceedings with status and explanation
- Name and Address of current landlord
- Explanation letter for any late payments, judgments, liens, bankruptcy or foreclosure
- Sale of current home – copy of purchase agreement on the sale of present home or settlement statement if sale has closed
- Student transcript – copy of student transcript if attended school in the past 2 years
- A copy of Flood Insurance policy if applicable (refinance)
- Paid receipt for one year premium for home owners’ insurance, also flood insurance, if applicable, required at closing
- Divorce Decree

NOTE: Not all items will be applicable to all applicants.

