

Documentation Checklist *

Here is a list of the common items that you may need to provide during the underwriting process of your loan:

Income documentation:

- Two recent paystubs dated within 30 days of the application date.
- Prior year W2 and 1099 forms
- Copy of employment contract or offer, if starting a new position
- Commission income earners: Most recent 2 year W2s
- Self-employed borrowers:
 - o Two years tax returns
 - o Profit and loss statement for the current year
- Borrowers receiving pension or social security benefits:
 - o Copy of annual award letter
 - o Two months recent bank statements showing direct deposit of income.

Asset documentation:

- Two months bank statements (full copies) for checking or savings accounts
- If you are getting a gift from a family member for your down payment, both parties will need to sign a gift letter and proof of deposit will be required prior to closing.
- Two most recent statements for any retirement accounts, stock or bond accounts
- If you are selling a home and using the proceeds from that sale towards your new home, we will need a copy of the purchase agreement on your current property. Once closing is set, we will need a copy of the Closing Disclosure from that transaction.
- If you provided an earnest money deposit as part of your offer to purchase, we need a copy of the front/back of the check showing it was deposited.

Miscellaneous Items:

- You will need to contact an insurance agent to get a quote for hazard insurance on your new home. Your loan officer will need a copy of the binder and annual premium to verify coverage.
- If the home you are purchasing is in a flood zone, you will be required to have flood insurance in place prior to closing. This includes documentation that the first year's premium is paid in full prior to closing.
- If applicable, a copy of a filed divorce decree and/or child support stipulation. Even if you are not required to pay, or do not receive alimony or child support this information is required if your application or a personal lien search shows a recent filed divorce.

* you are not required to provide any of this information until you receive your initial disclosures