

Mary Davis

MAKING GREAT THINGS HAPPEN FOR YOU

LOAN DOCUMENT REQUIREMENTS

For Purchases:

- Copy of Fully Executed Purchase Agreement/Contract with Addendums

For Refinances:

- Copy of most recent Mortgage Statement, Homeowner's Insurance Declaration Page and Property Tax Statement

General Borrower Documentation

- Pay Stubs covering the last 30 days
- W-2's and complete Tax Returns from the last 2 years
- Most recent COMPLETE statement for any investments (ALL pages even if some are blank)
- Copy of Photo I.D.
- Two most recent Bank/Asset Statements (ALL pages even if some are blank)
 - If there are deposits that are NOT payroll, we will need to document the source of the deposit

If currently renting:

- Name, address and phone number of landlord for the past 12 months

If self-employed:

- Copies of COMPLETE Business Tax Returns and K-1's for the past 2 years
- Year-to-date Profit and Loss Statement

Miscellaneous Items:

- If you recently graduated from high school or college in the last 2 years, we will need a copy of your diploma
- If you had a gap in employment for 30 days or longer in the last 2 years, include a signed letter of explanation
- If you show mortgage interest on your tax returns but have not sold/closed on your home, include a copy of the HUD
- If you are receiving a "Gift" for part of the down payment, DO NOT deposit the funds until after we discuss it
- If you are being relocated by your employer, provide a copy of the company's relocating agreement/policy

Important Things to Remember:

*****DO NOT apply for any other credit from now until AFTER closing!*****

(This can easily cause you to no longer qualify for the loan since we may pull a soft credit inquiry 2-3 days prior to closing!)

If paying OR receiving Child Support:

- Copy of complete signed and recorded Divorce Decree and/or Modification
- If receiving child support, Proof of Receipt of Child Support Payments for past 6 months

If you have declared BANKRUPTCY in the past 7 years:

- Copy of the recorded Petition/Decree/Discharge with Schedule of Creditors

If you have had a home in FORECLOSURE in the last 4 years:

- Proof of the date of foreclosure

If you are applying for a VA loan:

- VA Certificate of Eligibility
- DD-214 or Statement of Service
- Most recent LES

If you are applying for a Rural Development Loan:

- Proof of income for ALL persons (18 or older) living in the home even if they are not on the loan