



Documentation Checklist for Mortgage Applications

INCOME:

Typical Salary/Wage Earner

- Most recent two paystubs, covering one full month
- Most recent two years' W-2's

Commission

- Most recent two paystubs, covering one full month
- Most recent two years' W-2's
- Most recent two years' personal federal tax returns, including all schedules

Rental Income

- Most recent two years' personal federal tax returns, including all schedules
- Mortgage statement, tax, insurance, HOA bills for all rental properties listed on Schedule E
- Current lease/rental agreements for all rental properties listed on Schedule E

Self Employed

- Most recent two years' personal federal tax returns, including all schedules
- Most recent two years' business federal tax returns, for Corporation or Partnership ownership, if applicable
- Most recent two years K-1's, if applicable
- Year-to-Date Profit & Loss statement, unaudited and signed, for year(s) that haven't been filed with IRS yet

Retired

- Most recent Social Security Award Letter or SSA-1099 statement
- Most recent Pension Award Letter or 1099-R statement

Alimony and/or Child Support

- Fully executed & court stamped/recorded Divorce Decree and Separation Agreement, including all pages
- Evidence of receipt for the last six months

HOUSING:

- Mortgage Statement
- Tax bill(s)
- Homeowners' insurance "declarations page"
- HOA bill, if applicable
- For purchase applications: MLS Listing/Data Sheet

ASSETS:

- Most recent two months' bank statements, including all pages
- Detailed letter of explanation for any large deposits other than payroll direct deposit

OTHER:

- Photo ID
- Mortgage Disclosures to be e-Signed, after the application has been submitted
- Additional conditions as required by the underwriter, after the application has been submitted
- Condo Questionnaire completed by HOA, if applicable
- Fully executed Purchase and Sales Contract and/or Accepted Offer, if applicable
- Permanent Resident Alien card, if applicable