



LOAN APPLICATION CHECKLIST

1

IDENTIFYING INFORMATION

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Copy of your Driver License, Social Security card and/or Green Card

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YOUR PLACE OF RESIDENCE

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If you rent: Name, address and n# of your current landlord and amount of your current rent.

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If you own, see below under mortgage statements etc.



3

YOUR EMPLOYMENT INFORMATION

- ☐ Name & addresses of your employers for the last two years including start and end dates
- ☐ Contact # to verify your employment - or Work # and code
- ☐ A copy of your last 2 years w-2s (Even if you don't work there anymore)
- ☐ A copy of your **FEDERAL** tax returns for the last two years - all pages

4

SELF EMPLOYED:

- ☐ Complete copies of the last 2 year's business and personal tax returns & K-1's if applicable
- ☐ Year to date Profit & Loss Statement (not audited)
- ☐ Copy of business license and/or CPA letter stating how long you have been self-employed



5

CHILD SUPPORT OR ALIMONY

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If receiving for income - Evidence of receipt - 6 months canceled checks and/or bank statements showing payment history

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A copy of your divorce decree and/or settlement agreement documenting any financial obligations to previous marriage (or lack of obligation)

6

SOCIAL SECURITY/ PENSION INCOME

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Copies of recent award letter (can be obtained from the social security/pension websites)

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Copy of the most recent checks received and deposited or bank statements showing automatic deposit



7

ASSETS



- ☐ Copies of ALL PAGES of the last two monthly statements for your checking, savings and investment accounts - HINT... sign up for ACCOUNT CHECK TO DIGITALLY VERIFY
- ☐ Copies of the last Quarterly statements for 401k or IRA's
- ☐ Copy of the Custodial agreement of your retirement accounts showing the terms and conditions for withdrawal - If this account is being used for closing OR reserves
- ☐ Large deposits and transfers or Gifts need to be fully documented - Refer to the Gift section for instructions



Don't Co-mingle funds with other accounts!

Try to keep all house funds in 1 separate account for 2 months before your purchase





8

CREDIT INFORMATION

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Copies of any bankruptcy papers including the discharge of debtor and list of creditors

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A written credit explanation for any recent inquiries or delinquencies may be required

9

INFORMATION ON ANY HOMES YOU OWN

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A copy of an executed sales contract if selling or lease agreement if renting it out.

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Copies of the following for any properties

- Mortgage Statements
- Tax Bills
- Homeowners Ins
- HOA bills
- Solar Contracts -If refinancing

Colleen Craig



VETERANS FOR VA LOANS

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Copy of your discharge papers showing an honorable discharge (DD214) OR proof of active duty

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Original Certificate of Eligibility

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Proof 100% Disabled - If Applicable



VA Documents can be obtained online
www.va.gov-benefits



GIFT INSTRUCTIONS

If receiving a gift from a relative for the down payment or closing costs, Please discuss this as soon as possible!!



- Fully executed gift letter from a family member or domestic partner.
- Donors ability to give the gift. A copy of the bank statement showing where the funds will be coming from or wire transfer
- Transfer from Donor to Buyer via wire or bank statements tracing withdrawal and deposit