

Application Document Checklist

ALL items are required from the borrower to process and request approval from the investor.

Application Data

- Borrower Email: _____
- Copy of a valid/unexpired Driver's License and Social Security Card
 - > Include a copy of the back if renewal sticker is present
 - > If the SS card is not available, a copy of the passport will suffice
 - > Resident Alien Card if applicable (front and back - unexpired)
- VA loan, if applicable
 - > DD214
 - > Statement of Service
 - > Signed Re-enlistment Eligibility, if applicable
- Provide the most recent **2 year** residency history

Address	Begin/End Date (MM/YY)	Payment Amt.	Rent/Own/Rent Free

Credit

- Signed and dated Borrower's Certification and Authorization (gives us authorization to pull credit - attached)
 - > Spouse to sign as well (even if not on the loan)
- If renting: Landlord contact information
 - > Property Management Name and Phone: _____
 - > If renting from a private party: 12 mos. cancelled checks/transaction history showing withdrawals
- Bankruptcy Documents, if applicable - ALL schedules, exhibits and the discharge page
 - > If applies, provide a detailed written explanation surrounding the circumstances for filing bankruptcy
- Divorce Decree, if applicable - all pages, schedules and exhibits
 - > Child support order(s) signed by the judge
 - > Birth certificate to determine age of child/children if excluding from payment calculations
 - > If using to qualify then provide evidence of 12 months receipt
- Evidence of payment for accounts reflecting \$0.00 as the payment on credit
 - > American Express statement reflecting minimum payment due or paid in full monthly
 - > Proof student loan is deferred for 12 months from the funding date or proof of payment
 - > Non-medical collection payment arrangements or evidence of payoff/settlement
- Property information for previous foreclosure or short sale, if applicable
 - > Property Address: _____
 - > Signed/dated detailed explanation for why this occurred
- Non-purchasing spouse's signed/dated credit authorization and social security card for Government loans
 - > Must qualify with all debt and non-medical collections must be paid or included in qualifying ratios
- Documentation for excluding debt
 - > Bill of sale, source of funds to payoff installment debt, etc.

******NOTE: Avoid opening or applying for any new lines of credit (credit cards, installment debt, etc.) and please postpone any large purchases until AFTER the closing to ensure there are no challenges prior to funding/recording.**

Income

- Most recent pay check stub(s) covering a full 30 days
- Documentation for any other type of income
 - > Social Security award letter, pension statement, child support agreement, disability award letter, etc.
- Personal tax returns for the most recent two years including all schedules (1040's)
 - > If the most recent year is on extension, provide the extension and the two prior years full returns
 - > Ensure page 2 of both years returns are signed by each borrower
- Copies of the most recent two years W2's/1099's for all sources of income
- Business tax returns for the most recent two years including all schedules for EACH business
 - > If the most recent year is on extension, provide the extension for each business and the 2 years prior
 - > Complete K-1's and partnership returns, if applicable (1065's)
 - > Complete corporate tax returns, if applicable (1120S's or 1120's)
 - > Copy of the business license for each business or CPA letter
 - > If one quarter has elapsed for the current calendar year, provide P & L for YTD
- Provide the most recent 2 year employment history (unemployment need not be listed)

Employer Name and Address	Begin/End Date (MM/YY)	Position	Phone Number

-> If employment gap in excess of 6 months exists, provide a Letter of Explanation as to why

Assets

- Most recent two months bank statements for ALL bank accounts (all pages, even if blank)
 - > Must be in statement format, no Internet/transaction history print outs
 - > Full account number must be visible and no information redacted
 - > Source all large deposits with a letter of explanation and paperwork to support
- Most recent two months statements for ALL retirement accounts (all pages, even if blank)
 - > Stocks, bonds, mutual funds, IRA, 401K, etc.
 - > If quarterly, provide the most recent quarterly statement
 - > Must be in statement format, no Internet/transaction history print outs
 - > Full account number must be visible and no information redacted
 - > If using as funds to close, provide proof of withdrawal and deposit into personal checking account
 - > If using funds for reserves, provide the terms of withdrawal
- Gift funds
 - > All pages of the donor's most recent bank statement or full 30 day transaction history
 - > Donor's recent statement/history must reflect name, account number and withdrawal of the gift
 - > Evidence the gift funds deposited into borrower's account and the balance after funds are available
 - > If funds sent directly to title from donor's account, provide the wire transfer confirmation
- If a property is recently sold, provide for each:
 - > Copy of the final HUD-1 or contact info for the Escrow officer
 - > If pending sale, provide the sales contract / listing agreement
- For ALL currently owned properties, if applicable
 - > Mortgage coupon, tax statement, homeowners policy, HOA dues statement and lease agreement

******NOTE: Avoid large cash deposits during this transaction. Try and utilize cash on hand for regular expenses to maintain the existing assets in your bank accounts. Cash deposits may cause a delay with your closing.**

Subject Property

Copy of the Earnest Money deposit check, title receipt and proof cleared the borrower's account

Fully executed contract and all supporting addendums

Appraisal Credit Card Authorization (attached)

Homeowners Insurance preference (if not provided we will arrange a contact):

-> Agent Name: _____

-> Agent Phone: _____

-> Agent Company: _____

Important Dates/Contact Info

Close of escrow, per contract: _____

Date submitted to processing: _____

Listing Agent

-> Name: _____

-> Company: _____

-> Phone: _____

-> Email: _____

Buyer's Agent

-> Name: _____

-> Company: _____

-> Phone: _____

-> Email: _____

Escrow Agent

-> Name: _____

-> Company: _____

-> Phone: _____

-> Email: _____