

PSRA Properties / Equity Colorado Real Estate
www.psrproperties.com

Loan Application Checklist

General:

- Picture ID with Social Security Number
- Payment to cover application fee
- Name and complete address of all landlords (past two years).

- **Income:**

- Employment history, including names, addresses, phone numbers, and lengths of time with that company (past two years).
- Copies of your most recent pay stubs and W-9 form (past two years).
- Verification of other income (social security, child support, retirement).
- If you are self-employed: Copies of signed tax returns including all schedules (past two years), and a signed profit and loss statement of the current year.
- If you are retired: Tax returns (past two years).
- If you have rental property income: Copies of all lease agreements

- **Assets:**

- Copies of all bank statements from checking/ savings accounts (past three months).
- Copies of all stock/ bond certificates and/ or past statements/ retirement accounts.
- Prepare a list of household items and their values.
- Copies of title documents for all automobiles, boats, or motorcycles.
- Face amount, monthly premiums, and cash values of all life insurance policies (Cash value may be used for closing costs or down payments. You need documentation from the carrier indicating cash value.)

- **Creditors:**

- Credit card (account numbers, current balances, and monthly payments).

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- Installment loans (car, student, etc.) Same details as for credit cards.
- Mortgage Loans (property address, lender with address, account numbers, monthly payment, and balance owed on all properties presently owned or sold within the last 2 years). Bring proof of sale of properties sold.
- Childcare expense/ support (name, address, phone number).

- **Other:**

- Bankruptcy- Bring discharge and schedule of creditors.
- Adverse credit- Bring letters of explanation
- Divorce- Bring your Divorce Decrees, property settlements, quitclaim deeds, modifications, etc.
- VA only- Bring Form DD214 and Certificate of Eligibility.
- Retirees- Bring retirement and/ or Social Security Award Letter.

The 10 Commandments To Follow When Getting A Real Estate Loan

When applying for a real estate loan:

1. Thou ***shalt not*** change jobs, become self-employed or quit your job.
2. Thou ***shalt not*** buy a car, truck or van (or you may be living it)!
3. Thou ***shalt not*** use charge cards excessively or let your accounts fall behind.
4. Thou ***shalt not*** spend money you have set aside for closing.
5. Thou ***shalt not*** omit debts or liabilities from your loan application.
6. Thou ***shalt not*** buy furniture.
7. Thou ***shalt not*** originate any inquiries into your credit.
8. Thou ***shalt not*** make large deposits without first checking with your loan officer.
9. Thou ***shalt not*** change bank accounts.
10. Thou ***shalt not*** co-sign a loan for anyone.