

BORROWER'S CHECKLIST

If you gather these items in advance, you'll set yourself up for a smooth mortgage application process. Your loan officer may request additional documentation based on your individual circumstances; responding quickly will help keep everything on schedule!

Income:

- W-2s or 1099s for the previous two years for each borrower
- Paycheck stubs covering the most recent 30 days for each borrower
- Investment/retirement statements covering the most recent two months for all accounts
- Federal tax returns or 1040s for the most recent two years
- Disability, Social Security, or retirement pensions: copy of the awards letter or other documentation of income received from these sources, including evidence of continuance

Self-employed income:

- Schedule C of your tax returns for the previous two years if you are involved with a sole proprietorship
- K-1 Schedule of your tax returns for the previous two years if you have an interest in a limited partnership
- Partnership tax returns (IRS Form 1065) of your tax returns for the previous two years if you have a 25% or greater interest in a partnership
- Corporate tax returns (IRS Form 1130 or 1120) for the previous two years if you have a 25% or greater interest in a corporation, including S corporations
- Signed year-to-date profit and loss statements for your business

Account information:

- Bank account statements for the previous two months on all accounts listed on the application
- Gift letter if gift funds will be used for the down payment or closing costs
- Retirement account statements for the previous two months
- Bank account statements evidencing clearance of earnest money deposits



Miscellaneous:

- Divorce decree: copy of complete, final decree and any other applicable documents
- Child support or alimony: documentation showing 12 months of income received and evidence of 3 years' continuance
- Bankruptcy/discharge of debtors: copies of documents, including all schedules
- Relocation papers showing start date, pay and company buyout, if any
- Letters of explanation for recent credit inquiries or any negative credit entry
- Rental information from the last two years, including property address, dates of residence, landlord's name, address and phone number

