

General Pre-qualification Requirements

Financing Checklist

Owner Name: _____

Project Name: _____

Address: _____

City: _____

State: _____

Zip: _____

General Mortgage Loan Checklist

Original pay stubs covering the last 30 days, for each applicant.

Original W-2 forms for the last two years, for each applicant.

Original bank statement for the past three months for all checking and savings accounts.

Name, address, phone number of current and/or previous landlords covering the past 24 months.

Original 401k and/or IRA statements.

Original investment account statement (past three months or most recent quarterly statement).

A check for the application fee.

Items to take into consideration when applying for a loan:

If you have declared bankruptcy in the last 7 years, provide a copy of the petition/decreed, Schedule of Creditors and a copy of the discharge. Also include a letter of explanation on why you filed for bankruptcy.

If you have been divorced, include a signed filed copy of all divorce decrees and any stipulation or modifications.

If child support payments are used as income, provide documentation of timely receipt.

If you have a gap of employment for more than 30 days in the past two years, please include a letter of explanation.

If you are selling your current home, include a copy of your signed HUD-1 Settlement Statement (if your sale is not completed provide a copy of the estimate of proceeds from your realtor, HUD-1 must be provided prior to closing).

If you have rental property, include copies of your last two years Federal Tax returns.

If you are receiving a "gift" as part of your down payment, do not deposit the gift funds until you visit with your loan originator.

If you are being relocated by your employer, please provide a copy of your company's relocation policy.

If you are applying for a VA loan:

VA Certificate of Eligibility

Form DD-214 or, for in-service veterans, Statement of Service.

Most recent Leave and Earnings Statement (in-service veterans only).

Self-employed or commissioned borrowers:

Copies of your last two years personal and business federal signed income tax returns and all applicable schedules.

Year to Date Profit and Loss Statement and Balance Sheet (self-employed only).