

# Loan Application Checklist

## General

- Photo ID and proof of Social Security number
- Residence addresses for the past two years

## Property Information

- Purchase agreement
- Copy of legal description and MLS sheet
- If you are selling your current home, copy of listing contract
- If you have sold your current home, copy of settlement statement (HUD-1)

## Income and Assets

- Pay stubs for last 30 days
- W-2 for past two years
- Names and addresses of each employer for past two years
- Statements for each bank, mutual fund, and/or investment account for the last three months
- Estimated value of personal property and furniture
- If you've made any large deposits to your accounts:
  - Explanation and source of deposit
  - If large deposit was a gift, a signed gift letter, copy of gift check, or copy of deposit receipt
- If you own more than 25% of a business, the corporate or partnership tax returns
- If self-employed:
  - Tax returns for the last three years with schedules
  - Year-to-date profit and loss statement prepared by an accountant
- If you own rental property, the tax returns for the last two years and current rental agreements
- If you are retired, your pension award letter
- If you receive Social Security, your Social Security award letter
- If you count child support as income, a copy of the divorce settlement and twelve months of cancelled child support checks

## Debts

- Names, addresses, account numbers, balances and monthly payments on all current loans
- Explanation of credit report anomalies, including:
  - Late payments, credit inquires in the last 90 days, charge-offs, collections, judgments and/or liens
  - Bankruptcy filed within last seven year

