

# Mortgage Application Checklist

**YOU CAN HELP SPEED ALONG YOUR LOAN APPROVAL PROCESS BY COLLECTING THESE DOCUMENTS:**

## INCOME

- Present employer's name, address and phone number.** Length of employment, position and salary. If employed less than two years, need previous employer's name, address and phone number to cover two consecutive years. Exact dates are required.
- W-2 from 2014-2015 **OR** 1099 from 2014-2015 and all pages of federal tax returns (PDF format preferred).
- Current pay check stub reflecting year-to-date income of 30 days or more.
- If self-employed or paid any commission and/or bonus, or have any income or loss derived from a business, please bring complete copies of your federal tax returns along with all schedules and W-2s for the past two years. Include corporate or partnership returns, if applicable, for your business. Also include a year-to-date P & L statement.
- Evidence of child support payments for the last 12 months, if you wish for it to be considered in your application, along with divorce decree and court order for child support payment and alimony.\*
- Verification of other income needed to qualify**, such as retirement, rental, interest or dividend income.
- If receiving Social Security or pension income, please bring current awards letter.
- If applying for MHDC grant, the past three years' federal tax returns are required.

## ASSETS

- Last two months' bank statements for all accounts.** Please provide explanations for any deposits larger than normal paycheck.
- If you have property for sale, please bring the accepted offer to purchase or copy of listing contract.
- If you own investment properties, please provide address, name of mortgage lender, mortgage statement and lease agreement on properties.

## DEBTS

- Divorce decree order or any financial obligation incurred through a court order.
- If any judgments or bankruptcy has been filed, please supply a copy of the judgment or bankruptcy discharge and petition. Also, furnish a letter of explanation of the same.

## VA

- Certificate of eligibility
- Copy of DD 214

## ALL

- Copy of the trust papers if you want the property held in a trust.
- Copy of accepted contract signed by purchasers and sellers, copy of earnest money check**
- Photo ID**

\*Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this loan.