

Application Checklist

Borrower (and co-borrower) Information

- Your photo identification (Driver's License)
- Your Social Security card (Government loans only – FHA/ VA)
- Resident Alien Card (Green Card), if applicable
- Your home address for the last 2 years

Borrower (and co-borrower) Employment Information

- The name, address, and phone numbers of your employers over the past 2 years
- Your academic transcripts or diploma if you have been a student within the past two years

Borrower (and co-borrower) Proof of Income

If you are paid by salary or are an hourly employee

- Your most recent two pay stubs showing the last 30 days of pay
- Your W-2 and 1099 forms for the past 2 years

If you are self-employed, earn commissions, or receive bonuses

- Your past 2 years personal income tax returns including all schedules
- Your most recent two pay stubs showing the last 30 days of pay, if applicable
- Any W-2, 1099 or K1 forms for the past two years, if applicable
- Extension forms (personal and business) , if applicable
- CPA's contact information: name, number, & e-mail
- Profit & Loss statement may be required if your most recent filing tax returns are on extension

If you own a Corporation

- The last 2 years business income tax returns including all schedules
- Plus any items listed above under self-employed, if applicable

If you are part of a Partnership

- The last 2 years partnership income tax returns including all schedules
- Plus any items listed above under self-employed, if applicable

Proof of Rental Income

- Any current lease agreements
- Your past 2 years income tax returns including all schedules

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Proof of Interest & Dividend

- Your past 2 years income tax returns including all schedules

Proof of Notes Receivable

- A copy of the note
- Your past 2 years income tax returns including all schedules
- Verification of receipt for the past 12 consecutive months in form of cancelled checks or Bank statements

Proof of Social Security or Pension

- Your award letter
- Your W2 and (or) 1099 forms for the past 2 years
- Proof of recent receipt of payment (either check stubs or your current bank statement)
- Pension income requires proof of continuance (minimum of 3 years). Letter from your Pension Provider or Award letter.

Proof of Child Support or Alimony

- One year's cancelled checks or proof of receipt

Proof of Borrower (and co-borrower) Assets

- Your current statements for the past 2 months for any financial institution where you have funds on deposit including Banking, Investment, and Retirement accounts.
- The estimated value of your personal property including automobiles and real estate owned
- If receiving any funds in form of a gift you will need to supply the Donor's; name, address, phone number, relationship to you, and Donor's Bank name and account number the funds will originate from. Lender will supply a gift letter to be signed by you, the borrower and the Donor. Please do not transfer or take receipt of any gift funds prior to speaking with your [loan officer](#) first.
- A copy of the cashiers gift money check, if applicable
- Proof of deposit of gift funds, if applicable (a stamped deposit slip or recent transaction history)

Tip: Avoid making any large deposits in any of your accounts if possible. Consult with you [loan officer](#) prior to making any large deposits. Deposits other than your income may need to be sourced.

- Explanation letters and paper trail documents to source where the funds originated from may be required for any monies deposited into your account other than from your employer.

Credit/ Liabilities

- Explanation letters for an adverse credit that may show up on your credit report, if applicable
- 12 consecutive months worth of passed payments in form of cancelled checks or Bank statements from any debt in your name that is paid by a third party, if applicable

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Application Checklist

Purchase Information

- Fully executed contract and all addendum's
- Fully executed short sale agreements, if applicable
- Copies of any earnest checks for any funds held in escrow

Refinance Information

- Current Title Policy
- Survey

Subject Property Information

- Home Owners Association (HOA)/ Maintenance payment information

Information on Any Currently Owned Property

(other than the subject property)

- Recent mortgage statement
- Recent property tax bill (only required if tax payments are not escrowed and included on mortgage statement)
- Current insurance policy (only required if insurance payments are not escrowed and included on the mortgage statement)
- HOA monthly payment verification. Either with a coupon book stub, letter from the HOA verifying the monthly payment, or possibly a bank statement

Contact Names and Information

- Realtor's name, phone number, and e-mail address (purchase transactions only)
- Title Company's name, phone number, and e-mail address
- Insurance Agent's name, phone number, and e-mail address
- Home Owners Association (HOA) name and phone number (Condos and attached properties only)
- Landlord's name, phone number, and e-mail address for the past 2 years, if applicable

Miscellaneous

- Divorce or Legal Separation agreement, if applicable (required if using child support or alimony income)
- Bankruptcy and Discharged Papers, if applicable
- Child Support Documents (Court Orders), if applicable
- Trust agreements, if applicable (if the Title or any of your Bank/ Investment accounts are held in a name of a Trust)
- Credit Card information for any upfront cost such as an appraisal

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In general, the list above outlines the typical information that may be needed to complete a loan application and to start the [loan process](#) . The documentation that will be required will vary from borrower to borrower. Depending on the loan program and your particular financial and credit situation will eventually determine exactly what documentation you will need to supply. I would also like to point out that from time to time, the underwriters may require additional documentation to continue processing your loan.

It is important that all information and documentation is made available to us in a timely fashion.

My Mortgage Team and I are dedicated in delivering a quality loan product at competitive rates and cost, in a timely manner, and with an enthusiastic approach.

Feel free to contact me at any time if any questions may arise or you would like to start the pre-approval or approval process.

Provided by: Your Local Mortgage Guy,

Jason Garber

Sr. Mortgage Loan Officer

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