

Borrowers Name _____ Date _____

Property Address _____

Value/Sales Price _____ Loan Amount _____

Down Payment _____

- Purchase Rate/Term SFR Units
 Condo Refi Cash-Out Impounds Taxes/Insurance

ALL FILES

- Signed Loan Application Borrower Authorization Form Copy of Drivers license

SALARIED APPLICANTS

- Complete Paystubs – Covering full 30 days
 2021 W2's
 2022 W2's
 2021 Signed Federal tax returns w/ all schedules / all pages
 2022 Signed Federal tax returns w/ all schedules / all pages

SELF EMPLOYED APPLICANTS

- 2021 Signed Federal tax returns w/ all schedules / all pages
 2022 Signed Federal tax returns w/ all schedules / all pages
 Copies of K1's – 2021
 Copies of K1's – 2022
 If own more than 25% - signed copies of Partnership Returns / 1120's for 2021
 If own more than 25% - signed copies of Partnership Returns / 1120's for 2022
 Signed YTD profit and loss and balance sheets for each business that you own.

MISC INCOME (If Applicable)

- Rental Income – Copies of lease/rental agreement
 Alimony/Child Support – Copy of recorded divorce decree and settlement agreement.
 Social Security/Pension/Disability Income – Copy of SS award letter

ASSETS

- Checking/Savings – Copies of bank statements for past 2 months – ALL PAGES
 Gift from Family – Gift Letter from Donor and verification of the source of funds (example: copy of bank account all pages)
 Securities – Stock Brokerage or Money Market statements for past 2 months – ALL PAGES

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- Retirement Accounts –copies of past 2 months or 1 quarterly / ALL PAGES
- Proceeds from sale of residence – if sale is completed, need copy of Final HUD1
- Proceeds from sale of residence – if sale is NOT completed – need copy of purchase contract for the sale and estimated HUD1
- Deposits – Letter of explanation and copy of the deposit (this is for all deposits over \$500)
- Source of funds to close + source of escrow deposit. Documented to show leaving account, copy of cancelled check and or wire

PROPERTY DOCUMENTATION

- Homeowners Insurance Policy – Declarations Page (need annual premium) – for all properties owned
- Copy of current mortgage statements for all properties owned.
- Copy of NOTE for 2nd - if subordinating current 2nd TD.
- Copy of Trust and/or Trust Cert
- HOA Contact information in order to obtain: HOA Cert, insurance and Budget
- Copy of lease agreements for all rental props owned

BORROWER ACKNOWLEDGES THE FOLLOWING

- Do not make any significant financial purchases during the loan process.
- A final credit check will be performed prior to close; there cannot be any adverse items at this time
- No Credit Purchases – borrower cannot obtain any new debt previously undisclosed
- No changes in employment if possible
- No movement of any assets during the loan process

Borrower _____ Date _____

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