

First Mortgage Checklist



The following is a list of items/information needed if you are applying for a **first mortgage**.

- W-2s from last two years.
- Complete federal tax returns for last two years are needed if: (1) you and/or your spouse/co-borrower are self-employed (see section at end of page); OR (2) You and/or your spouse/co-borrower receive bonus income that represents over 25% of your gross annual income; OR (3) You and/or your spouse/co-borrower receive rental income from another property.
- If retired, provide 1099s for last two years or most recent award letters.
- Current pay stubs (one full month) from all current employers.
- Last two months of bank statements for all personal accounts.
- Current statement for any retirement plan, stock, mutual funds, Keogh, IRA, 401(k), etc.
- Address(es) for any other real estate owned, including creditor name, address and account number for lien(s).
- Copy of rental agreement(s) if property is rented.
- A **complete** copy of legal documents for Bankruptcy or Divorce, if applicable. Include all bankruptcy schedules, discharge notices, and full divorce decrees. Letter of explanation on any derogatory credit history.
- Copy of driver's license for all borrowers.
- Copy of green card if resident alien.

If you are purchasing a home:

- Copy of purchase contract.
- Your real estate agent's name and telephone number.

If you are refinancing an existing mortgage:

- Copy of current homeowner's policy.
- Copy of property tax bill.
- Copy of most recent monthly mortgage statement/coupon.
- Copy of existing note, if available.
- Copies of all bills/statements to be paid off.
- Warranty deed - if available.
- Copy of your survey.

If you or your spouse/co-borrower are self-employed, please include:

- Copy of business license
- Last two years complete personal federal tax returns (signed) with W-2s
- Year-to-date financials, including Profit and Loss (signed)