



REQUIRED BORROWER DOCUMENT CHECKLIST



Application Documents:

- Signed/completed loan application disclosures
- Copy of driver's license/photo ID for all borrower(s)
- Copy of unexpired non-permanent resident alien card or VISA for all borrower(s) (if applicable)
- Fully executed purchase contract — all pages
- Copy of homeowner's insurance policy declarations page for subject property
- Letter of explanation for all recent credit inquiries within last 90 days — please see credit inquiry disclosure
- Complete bankruptcy papers — all pages of court-executed bankruptcy discharge (if applicable)
- Credit explanation letter for all derogatory credit such as: late payments, past due accounts, foreclosures, and collections (if applicable)
- Landlord contact information (if applicable)
- VA mortgages: copy of DD-214 / certificate of eligibility / transfer orders / statement of active duty (if applicable)

Income Verification Documents:

- 2 most recent consecutive pay stubs showing year-to-date earnings covering at least 30 days for all borrower(s)
- Social Security / retirement income / pension award letter for all borrower(s) (if applicable)
- Signed federal tax returns for all borrower(s) (IMPORTANT! include all pages and all schedules)
- Complete 2 years' income documents for all borrower(s) - all W-2s, 1099s, K-1s, etc.

Additional Income Verification Documents (If Applicable):

- Most recent 2 years' signed corporate / S-corp / partnership tax returns (IMPORTANT! include all pages and all schedules)
- Copy of new employment offer letter outlining the terms of your new employment (document will need to include start date, your title, salary, name and address of new employer, employer contact information, etc.)
- Evidence of receipt of child support and/or alimony for the last 12 months (if applicable)
- Completed copy of divorce decree / separation agreement / sale or refinance of property settlement agreement (if applicable)
- Written explanation if employed less than 2 years or there is a gap of employment in the past 2 years (if applicable)

Asset Verification Documents:

- 2 months' consecutive checking, savings, investment account statements, most recent 401(k), IRA statements, etc. (include all statement pages, and statements must cover full 60 day history)
- Copy of gift letter and verification of donors account / verification of deposit into borrower's account / copy of cashier's check / wire transfer with donor and donee's name on it
- Proof of earnest money with copies of cashier's check(s) or cancelled check(s) and complete bank statement(s) (all pages) showing earnest money cleared
- Letter of explanation and documentation to source large deposits reflecting on all bank statements provided for loan approval
- 100% access letter signed and dated from all borrowers listed on Accounts to state Borrower(s) have 100% access of funds

Verification of Relocation Documents (If Applicable):

- Retain a copy of your relocation offer letter
- Evidence of sale for your departure residence with copy of executed sales contract, executed HUD-1, or executed buyout agreement that is part of an employer relocation plan where the employer/relocation company takes responsibility for the outstanding mortgages

Rental Property Documentation (If Applicable):

- Rental income must be reflected on your last 2 years of federal tax returns (all schedules and pages must be included with 1040)
- All existing lease agreements (executed and reflecting lease terms - all pages)
- Copy of the most recent mortgage statement for all real estate owned listed (investment or 2nd home)
- Copy of the most recent property tax bill for all real estate owned listed (Investment or 2nd home)
- Copy of the most recent insurance bill or policy for all real estate owned listed (investment or 2nd home)

