

# APPLICATION CHECKLIST

Use this checklist to make sure you have all the important information you'll need for your loan application.

## 1. Your Personal Data

- Copy of signed and dated sales contract and legal description of the property you're buying.
- The address and phone number of all employers for the previous two-year period. Be sure to have the exact dates of employment with each employer (month and year), and we must have correct addresses to send employment verifications.
- W-2s for previous tax year (copies). If overtime is a significant source of income, W-2s for the previous two years are required.
- Copy of your most recent pay stub.
- If on commission, tax returns for the last two years.
- Social Security number.
- The address of where you have lived for the previous two-year period. If you rented, provide landlord's name, address and phone number.

## 2. Your Assets

- All bank balances, account numbers, names and addresses of banks.
- All stocks and bonds owned.
- Market value of all real estate owned, payment amounts and taxes.
- Lease agreement if rental income is received, or provide tax returns for two years.
- An executed copy of documentation regarding any alimony, child support or separate maintenance. A copy of any divorce decree is required.
- Approximate amount of vested interest in any retirement plan.
- Make and year of all cars, boats, etc., plus market value of each.
- Face amount and cash value of life insurance policies.
- Documentation of income from any other source.
- Value of all household and personal possessions — the estimated lump-sum dollar amount.
- Be prepared for us to verify the source of funds to close the loan when you make application. Unsecured borrowed funds are not acceptable.
- Be sure to advise the loan officer taking your application of recent raises, raises forthcoming, bonuses, company-furnished car, commissions, overtime, etc. This could be very important in obtaining loan approval.

## 3. Your Liabilities and Established Credit

- All revolving and installment debts (auto loans, credit cards, etc.) balances and payments.
- If a present home is pending sale, submit a copy of the sales contract. If already sold, submit a certified copy of settlement statement (HUD-1).
- Any existing mortgage payments you have.
- Documentation of all required payments for child support or alimony, other maintenance support or equitable distribution obligations. A copy of divorce decree will be required.
- Credit references, if necessary, with names, addresses, account numbers, etc.