

Residential Real Estate Loan Application Checklist

Information to bring to the loan application to facilitate your speedy loan approval.

- A. Deposit Check for Credit Report and Appraisal
- B. Property Information
 - 1. Copy of signed contract and any addenda (purchase only)
 - 2. Copy of listing (purchase only)
 - 3. Copy of earnest money deposit check (purchase only).
 - 4. Copy of deed with legal description
 - 5. Homeowners insurance policy
- C. Personal Information
 - 1. Address of residence the last two years for both Borrower and Co-Borrower (include landlord name and address/phone number if applicable)
- D. Employment Information
 - 1. Provide address, contact person, phone number, working dates, and income range for any/all current/previous employers for the last two years for both Borrower and Co-Borrower.
 - A. Written explanation for any job gap of more than one month during the last two years.
 - B. Relocation letter from employer for transferees – giving date, salary, and relocation benefits.
 - 2. Present Salary: Year-to-date pay stub and last two years W-2s and /or 1099s.
 - 3. Variable Income: If commissions, bonuses, overtime, and/or interest and dividend are used for qualifying, provide the last two years tax returns.
 - 4. If self employed: Provide the last two years individual and business tax returns and a year-to-date profit and loss statement.
 - 5. Diploma or transcript if student in the last two years
- E. Additional Income
 - 1. Rental Income: Provide copy of current lease or two years tax returns and schedules.
 - 2. Alimony/Child support (only if used for qualification): Copy of divorce decree and evidence of 12 months receipt of payments.
- F. Assets
 - 1. Bank accounts: Copy of last three monthly statements
 - 2. Stocks or Bonds: Copy of certificates or dealer statement
 - 3. Vehicles: Description and Value
- G. Liabilities
 - 1. Credit Cards: Account number, balance, and payment on all revolving accounts with a balance.
 - 2. Installment Loans: (Auto, personal, mortgage, student) Name of institution, address, account number, balance and payment.
 - 3. Alimony and Child Support: Copy of Divorce Decree – and/or Separation Agreement
- H. Sale of Present Home

1. Listing
2. Sales Contract