

CREDIT/LIABILITIES/IDENTIFICATION

All borrowers picture ID's and Social Security cards

Tri-merge credit report for all borrowers

All Credit related documents (inquiry letters, address letters, etc.)

If debt will be paid thru close most recent account statement for all debt to be paid thru close

Divorce papers if applicable

Mortgage statements/tax and insurance docs/lease agreements for **all non-subject properties owned**

Previous foreclosure/short sale/loan mod docs

Bankruptcy papers including discharge

Tri-merge credit report for non-titling spouse when applicable

Notes to processing:

Employment

Loan officers income calculation sheet

Any employment related explanations (job gap, time off)

Any employment related documents (employment contracts, etc.)

Most recent 30 days paystubs all borrowers/Awards letters for SS or retirement income

Most recent 2 years W2's all borrowers/1099's for SS or retirement income

Child support or alimony income docs if applicable

Most recent 2 yrs. 1040's all borrowers/if required

Most recent 2 yrs. k1's if applicable

Most recent 2 yrs. corp. returns if applicable

Notes to processing:

DEPOSITS/ASSETS

Est. HUD 1 when borrower will be selling real estate for closing funds

Gift letter(s) with most recent donor(s) bank statement(s) reflecting sufficient funds to gift

Documentation or explanations for deposits exceeding 25% of qualifying income

100% access letters for joint accounts where not all account holders are on loan

Most recent 2 months bank statements for all accounts

If 401k/retirement/investment accounts will be used for closing please note below

If 401k/retirement/investment accounts will be used for reserves provide terms of withdrawal

Most recent 2 months 401k/retirement/investment account statements

If borrower currently is short closing funds please note below where they will be coming from

Notes to processing :

CONTRACT/PROPERTY INFORMATION/INSPECTIONS

Hazard insurance policy for refinance or Hazard insurance quote for purchase

Flood insurance policy for refinance or quote for purchase if required

Master HOA policy for condos (if available)

Fully executed sales contract including all counters and addendums

Copy of current mortgage statement(s) and note(s) for lien(s) to refinance (if refinance transaction)

Earnest Money Deposit with receipt (If available)

Escrow instructions (If available)

Prelim (if available)

Appraisal (if available)

Notes to processing:
