

# Information for your Mortgage Application.

Consider each heading below. If it applies to you, be prepared to provide the information listed. If you do not know the type of loan you will receive, bring items needed for all loans and be prepared to supply additional information within a few days.

## All Loan Applications

- Pay stubs for the last 30 days.
- W-2 forms for the last 2 years.
- Bank statements for the last 2 months.
- 401K or other employment related retirement account statement(s).
- Investment account (stocks, bonds, IRA's mutual funds, etc.) statements for the last 2 months.
- Name, address, phone number of landlord for the last 24 months.
- Name, address, phone number of employer(s) for the last 24 months.
- Application deposit check to pay for certain closing costs. (This will be credited back at closing.)

## For the following loan types, some additional paperwork is needed.

- NIFA Loan - Signed copies of Federal Tax Returns with attachments (W-2s, etc.) for the last 3 years. If you do not have these documents, call the IRS and ask for a "Letter 1722" covering the missing years.
- FHA Loan - Driver's License and Social Security Card
- VA Loan - Provide each of the following:
  - VA Certificate of Eligibility
  - Form DD-214 or for in-service veterans, Statement of Service
  - Most recent Leave and Earnings Statement (in-service only)
  - Name and address of child care provider (if applicable)

## Additional forms are necessary for following financial or personal circumstances.

- Self-Employed (includes rental income) - Signed copies of personal and business Federal Income Tax Returns for the last 2 years and year-to-date Profit and Loss Statement and Balance Sheet (self-employed only).
- Declared bankruptcy in the last 7 years - Signed copies of Petition/Decrees, Schedule of Creditors and Discharge Notice and a letter of explanation for filing for bankruptcy.
- Divorced - Bring signed copies of all divorce decrees, including stipulations or modifications and receipt of child support payments for the last 12 months (only if to be income to qualify).

## Miscellaneous Circumstances

- If you graduated from college during the last 2 years, bring a copy of diploma and transcripts.
- If you were unemployed of 30+ days during the last 2 years, have a letter of explanation.
- If you are receiving a "gift" for part of your down payment talk with the loan officer prior to transferring funds.
- If you are relocating by your employer, have a copy of your company's relocation policy.