

Required Documents for Mortgage Financing Checklist



PURCHASE

Required:

- Income verification
 - Paystubs from previous 30 days
 - W2 forms from previous 2 years
 - If self-employed, tax returns from previous 2 years, including schedules and corp. or partnership, if applicable
- Verification of liquid assets (all pages)
 - Most recent statements on checking, savings, investment, and retirement accounts, mutual funds, and IRAs
- Purchase offer signed by buyer and seller of home being purchased
- Buyer's attorney contact information
 - Name, phone, fax numbers and email
- Seller's attorney contact information
 - Name, phone, fax numbers and email
- Real estate agency information
 - Agency name, realtor name, phone fax numbers and email for buying, selling and listing agents

If Applicable:

- Purchase offer signed by buyer and seller if present home is being sold
- Landlord's contact information from previous two years
 - Name and address
- Gift letter from applicant
 - Including name and address of donor, amount given, applicant relationship to donor, and signature of donor
- Rental property information on property owned or being purchased (if income is needed to qualify)
 - Copy of leases
 - Tax returns from previous 2 years, including schedules
- Divorce decree, separation agreement, or verification of alimony payments
- Derogatory credit explanation
 - Letter from applicant

REFINANCE

Required:

- Income verification
 - Paystubs from previous 30 days
 - W2 forms from previous 2 years
 - If self-employed, tax returns from previous 2 years, including schedules and corp. or partnership, if applicable
- Verification of liquid assets (all pages)
 - Most recent statements for checking, savings, investment, and retirement accounts, mutual funds, and IRAs
- Tax receipt from most recently paid bill
 - school, property and village
- Survey (copy)
- Deed (copy)
- Abstract (original)
- Proof of homeowner's hazard insurance
- Title insurance policy (copy)

If Applicable:

- Attorney contact information
 - Name, phone, fax numbers and email
- Rental property information on property owned or being purchased (if income is needed to qualify)
 - Copy of leases
 - Tax returns from previous 2 years, including schedules
- Divorce decree, separation agreement, or verification of alimony payments
- Derogatory credit explanation
 - Letter from applicant

CONSTRUCTION

Required:

- Income verification
 - Paystubs from previous 30 days
 - W2 forms from previous 2 years
 - If self-employed, tax returns from previous 2 years, including schedules and corp. or partnership, if applicable
- Verification of liquid assets (all pages)
 - Most recent statements for checking, savings, investment, and retirement accounts, mutual funds, and IRAs
- Contract with builder (copy)
- Draw schedule
- Building plans, specs and costs (copy)
- Survey and building location survey (copy)
- Buyer's attorney contact information
 - Name, phone, fax numbers and email
- Seller's attorney contact information
 - Name, phone, fax numbers and email
- Estimated date of completion

If Applicable:

- Abstract (original)
 - If refinancing
 - If land is already owned by applicant
- Deed (copy)
 - If refinancing
 - If land is already owned by applicant
- Tax receipt from most recently paid bill
 - School, property and village
 - If land is already owned by applicant
- Realtor contact information
 - Agency name, realtor name, phone, fax numbers and email
- Landlord's contact information from previous two years
 - Name and address
- Gift letter from applicant
 - Including name and address of donor, amount given, applicant relationship to donor, and signature of donor
- Rental property information on property owned or being purchased (if income is needed to qualify)
 - Copy of leases
 - Tax returns from previous 2 years, including schedules
- Divorce decree, separation agreement, or verification of alimony payments
- Derogatory credit explanation
 - Letter from applicant

