

DOCUMENT CHECKLIST – PURCHASE TRANSACTION

Please carefully read this checklist and provide all documents within 24 hours of submitting your loan application. Incomplete, illegible, indecipherable, expired documents are the most common reason for delays in processing times.

All applicants please provide:

- ☐ Personal Identification – Unexpired Driver's License, Passport, Government Issued ID (Select 1)
- ☐ Federal Tax Returns for the past 2 years (**All schedules, All pages**)
- ☐ W2 for the past 2 years
- ☐ Paystubs for the past 30 days
- ☐ Home Owners Insurance Policy (15 days prior to closing)

All applicants please provide Bank Statements covering the past (2) months, for the required amount of funds to close, including the down payment and closing costs. Include all pages of the statement, even if the page is blank.

- ☐ Bank Statements: Checking Account
- ☐ Bank Statements: Savings Account
- ☐ Bank Statements: 401k, Retirement, Stocks/Bonds

*Provide a written explanation for any deposit(s) into your bank account over \$500 on the attached letter of explanation (see letter of explanation for additional instructions).

Provide the following documents for all additional properties that you own:

- ☐ Mortgage Statement
- ☐ Statement for any other liens on the property (Example: HELOC or Second Mortgage)
- ☐ Homeowners Insurance Policy (Valid for the next 90 days)
- ☐ Home Owners Association Statement or contact information (If Applicable)
- ☐ Rental Agreement / Lease (If Applicable)

Please read, if applicable to you, please provide the corresponding documents:

- ☐ If Applicable: Copy of social security/ pension/ retirement awards letter
- ☐ If Applicable: Copy of alimony / child support/ separate maintenance agreement
- ☐ If Applicable: Copy of divorce decree or separation agreement
- ☐ If Applicable: Letter of Explanation - Large deposits into your bank account
- ☐ If Applicable: Letter of Explanation - Credit report inquiries for last 90 days

If you own 25% or more of a business or corporation:

- ☐ Signed Business Tax Returns for the past 2 years (All Schedules, All Pages))
- ☐ Copy of YTD Profit and Loss Statement
- ☐ Copy of Business License