

# LOAN CHECKLIST

made possible by  
**DIRECTORS.**  
Mortgage

*The following information must be supplied by the borrower before their loan can be submitted.*

## FORMS REQUIRED

- |   |  |
|---|--|
| <input type="checkbox"/> 4506T (enclosed)                   | <input type="checkbox"/> E-Sign Disclosure (enclosed)                          |
| <input type="checkbox"/> Social Security Card               | <input type="checkbox"/> Market Appraisal Credit Card Authorization (enclosed) |
| <input type="checkbox"/> Borrowers Authorization (enclosed) | <input type="checkbox"/> Green Card (only if non-citizen)                      |
- 
- |   |  |
|---|--|
| <input type="checkbox"/> Where Your Down Payment is Coming From (purchase only)<br>Gift / Checking / Savings / Other (circle one)<br>\$ _____ (amount)<br>\$ _____ (amount) | <input type="checkbox"/> Rental Agreements for All Properties Owned (if applicable)                          |
| <input type="checkbox"/> Last Two Years W-2's   | <input type="checkbox"/> Copy of Mortgage Statement<br>(for all properties- if applicable)                   |
| <input type="checkbox"/> Last Two Years Personal Tax Return Filed with IRS (all<br>schedules)   | <input type="checkbox"/> Proof of Taxes and Insurance on All Properties (if not<br>escrowed - if applicable) |
| <input type="checkbox"/> Last Two Years Corporate Tax Returns Filed with IRS and YTD<br>Profit and Loss/Balance Sheet (if self-employed)                                    | <input type="checkbox"/> Purchase and Sales Agreement (purchase only)  |
| <input type="checkbox"/> Thirty Days Current Pay Stubs (most recent)  | <input type="checkbox"/> Other (describe): _____   |
| <input type="checkbox"/> Two Months Most-Current Bank Statements for All Accounts<br>(all pages)  | <input type="checkbox"/> _____<br>Other (describe): _____  |
| <input type="checkbox"/> Investment Accounts/401K and Retirement Statements<br>(most current, all pages include terms of withdrawal or proof<br>of liquidity)               | <input type="checkbox"/> _____   |
| <input type="checkbox"/> Home Owners Insurance Agent Name and Number  |  |
| <input type="checkbox"/> Copy of Driver's License (if applicable)   |  |
| <input type="checkbox"/> Divorce Decree (if applicable)   |  |
| <input type="checkbox"/> Child Support Order (if applicable)  |  |
| <input type="checkbox"/> Bankruptcy Papers and Discharge Notice (if applicable)   |  |
| <input type="checkbox"/> Copy of Mortgage Note<br>(for subordinate financing- if applicable)  |  |

## VA LOANS

- ☐ Copy of DD214 (VA Loan)
- ☐ Certificate of Eligibility

## IF RETIRED

- ☐ Social Security Award Letter
- ☐ Pension Award Letter
- ☐ Last Two Years 1099's

**Questions? Contact us today. We're happy to help!**



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