Information to Bring to Your Mortgage Loan Application

BUYER PREPARATION CHECKLIST

RE/MAX Concepts

This checklist helps you assemble the information your lender will need to process your loan application. Getting these documents together up front keeps things moving and helps your loan close in the shortest time possible — you don't have to figure this out alone.

BEFORE YOU GO

Equal Housing Opportunity

1. Include all account numbers, names and addresses for all bank accounts and creditors when completing the loan application form.
2. Use the list below to determine what information and documentation you'll need to bring to your loan application interview.

1 ALL LOAN APPLICATIONS

- ☐ Copy of your Purchase Contract, signed by all buyers and sellers (for purchase transactions)
- ☐ Copy of W-2 Forms for the last two years for each applicant
- ☐ Name, address and phone number of landlord for the last 12 months
- ☐ Copy of pay stub(s) covering the last 30 days for all applicants
- ☐ Copy of bank statements for the past two months, for all checking, savings and investment accounts (all pages)
- ☐ Copy of 401(k), IRA or any other retirement account statements if using funds for closing — must provide conditions under which funds may be withdrawn or borrowed

2 IF SELF-EMPLOYED OR COMMISSION INCOME

- ☐ Copies of your last two years' personal and corporation federal signed income tax returns
- ☐ FHA/VA only: last two years' business federal income tax return. If more than 7 months have elapsed since business year-end date, provide Year-to-Date Profit and Loss and Balance Sheet

3 CHILD SUPPORT / ALIMONY

- ☐ Complete signed copy of all divorce decrees or court orders, including any stipulations or modifications
- ☐ Proof of receipt of child support payments for the last 3 months if you intend to use this income to qualify

4 BANKRUPTCY IN THE LAST 7 YEARS

- ☐ Copy of the Petition/Decree, Schedule of Creditors and copy of Discharge
- ☐ A letter of explanation on why you filed for bankruptcy

5 APPLYING FOR A VA LOAN

- ☐ VA Certificate of Eligibility
- ☐ Most recent Leave and Earnings Statement (in-service veterans only)
- ☐ Form DD-214, or for in-service veterans, Statement of Service
- ☐ Name and address of child care provider (if applicable)

6 MISCELLANEOUS ITEMS

- ☐ Continue to save all pay stubs and asset statements until closing
- ☐ If you have a gap in employment of 30 days or more in the past two years, include a letter of explanation
- ☐ If the sale of your home is not yet complete, provide an "Estimate of Proceeds"
- ☐ If you're receiving a "gift" for part of your down payment, do not deposit gift funds until you visit with your lender
- ☐ If you're a first-time home buyer eligible for your local Finance Authority's Assistance Program, bring a complete copy of your last three years of federal tax returns
- ☐ If you graduated from high school or college during the last two years, include a copy of your diploma
- ☐ If you've sold your present home, include a copy of your signed HUD-1 Settlement Statement
- ☐ If you have rental property, include a copy of your current lease and your last two years' federal income tax returns
- ☐ If you're being relocated by your employer, provide a copy of your company's relocation policy

Questions about any of this?

Call us at 515-505-1818 — big decisions deserve clear guidance.

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