



LOAN APPLICATION CHECKLIST



You will need to supply us with...

IDENTIFYING INFORMATION

- Copies of your Driver License, Social Security Card and/or Green Card

YOUR PLACE OF RESIDENCE:

- If you rent: Name, address and phone # of your current landlord.

YOUR EMPLOYMENT:

- Name and addresses of your employers for the last two years including dates
- Contact # to verify your employment
- Copies of your last 2 or 4 pay stubs - to cover a 30 day period.
- A copy of your last 2 years w-2s (Even if you don't work there anymore)
- Signed copies of your Federal tax returns for two years - all pages.

IF YOU ARE SELF EMPLOYED:

- Complete copies of the last two year's business and personal tax returns.
- Year to date Profit & Loss Statement (not audited)
- CPA letter stating how long you have been self- employed.

If you receive or pay child support or alimony

- Evidence of receipt - 6 months canceled checks and bank statement Showing payment history.
- Copy of divorce decree and/or settlement agreement documenting any Financial obligation to previous marriage (or lack of obligation)

If you receive social security or pension Income:

- Copy of the recent award letter (can be obtained from the Social Security website)
- Copy of the most recent checks received and deposited or bank statements
Showing automatic deposit.

YOUR ASSETS:

- Copies of **all pages** of the last two monthly statements for your checking, Savings and investment accounts.
- Copies of the last QUARTERLY statements for 401k or IRA's
- Copy of the Custodial agreement with the terms and Conditions for withdrawal
Even if you aren't accessing those funds, as we use them for reserves.
- Large deposits and transfers or Gifts need to be fully documented - Refer To page 3.

This is the biggest thing that delays the process. It's best to have all your Money in one account without any activity if at all possible. If not, make sure To have all transfers documented with the corresponding statements.

- Bank statement showing with withdrawal of the Earnest money deposit once it is received.
This will be after you have opened escrow and made a deposit.

CREDIT INFORMATION:

- Copy of all bankruptcy papers including the discharge of debtor and list of creditors

*** A detailed credit explanation letter for any derogatory credit on your credit report may be required.

*** Proof that any collection accounts, charge offs, judgments and tax liens have been satisfied may be required.

But do not pay anything before speaking with me and discussing a strategy first as it may hurt your credit score.

INFORMATION ON ANY HOMES YOU OWN.

- A copy of the executed sales contract or lease contract if selling or renting
- Copy of your most recent:
 - Mortgage statements
 - tax bills,
 - Homeowners Ins.
 - HOA Bills,
 - Solar Contracts - if you are refinancing that home

IF YOU ARE APPLYING FOR A VA MORTGAGE:

- Copy of your discharge papers showing an honorable discharge (DD214)
Or to show active duty.
- Original Certificate of Eligibility



Gift Instructions

If you are receiving a gift from a relative for the down payment or closing costs, Please discuss the details with me as soon as possible. The guidelines are different for specific programs.

But in general all of the following must be documented.

1. Fully executed gift letter from a family member or domestic partner.

This is a standard form that we provide to you once you apply.

2. Donors Ability to gift the gift:

A fully copy of the bank statement showing where the funds will be coming from.

3. Transfer from Donor to Buyer.

Bank statements or wire transfer FROM donors account and full bank statement from buyer's account showing the deposit AND the balance after the deposit has been posted.

The above information may be securely uploaded to our system - contact me for link or PDF's scanned to my email address: colleen@colleencraig.com

Colleen Craig

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