



Loan Documentation Checklist



This checklist provides an overview of the documents typically required for your loan. Depending upon your loan program and personal income or financial history, some of the items below may not apply or additional items may be requested. Please provide documentation for each person on the loan.

Identity and Income

- Valid driver's license or government-issued photo identification
- Last two years W-2s
- Last two years federal tax returns (all pages and schedules)
- Most recent 30 days paystubs

If Self-Employed:

- Last two years corporate returns
- Last two years partnership returns
- Last two years schedule K1s

If Retired:

- Social security/pension award letter
- Proof of IRA/401k distribution
- Last two years 1099s

Personal Assets

- Last two months bank statements for all accounts (all pages)
- Last two months of quarterly investment/401K and retirement statements

Property Information

- Insurance quote or insurance agent's name and number (if purchasing)

For All Properties Owned:

- Property tax bill
- Homeowners insurance declaration page or insurance agent's name and number
- HOA documentation if property has HOA dues
- Most recent mortgage statement
- Rental agreement if any properties are rented
- Copy of mortgage note/agreement for HELOC or second mortgage

Other Helpful Requests (If Applicable)

- Signed borrower's authorization form
- Divorce decree
- Child support court order
- Bankruptcy papers and discharge notice (all pages and schedules)
- Copy of permanent resident alien card/visa (front and back)
- Copy of trust (if assets are in the name of a trust)
- VA Loans - Certificate of Eligibility and DD214 Form

Please submit all documents and forms as soon as possible. For questions about why these documents are necessary for a loan, please don't hesitate to ask. Thank you in advance for your timely assistance.

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