



LOAN UNDERWRITING REQUIREMENTS FOR EACH BORROWER

INCOME DOCS as applicable:

- W-2 Statements for the past two years
- 30 days worth of pay-stubs – **MUST** include YTD earnings
- 2 Years Business & Personal Tax Returns – Unsigned FILED PDF version is acceptable
- Social Security/Disability Award Letter

ASSETS:

- 2 Months Bank Statements ALL PAGES for all Checking AND Savings Accounts –
 - **IMPORTANT NOTE:** *Due to current banking and lending regulations ALL deposits must be verified. If there are non-payroll related deposits that do not match corresponding paystubs into checking or savings accounts these deposits are required to be verified via a copy of the deposit slip and copy of check deposited –front and back. If cash is deposited it may not be used for eligibility purposes and must be accompanied by a signed and dated letter of explanation. This condition cannot be waived regardless of account balances.*
- Stocks/Bonds/Investments/401K Quarterly Statements ALL PAGES

IDENTIFICATION:

- COPY OF DRIVER'S LICENSE (SPOUSES AS WELL FOR PATRIOT ACT)
- COPY OF SOCIAL SECURITY CARD

RENT OR MORTGAGE VERIFICATION

- 12 months perfect pay history is required on most mortgages rated on credit report – *some exceptions may apply depending on program and credit score.*
- Renters: There are three ways to verify rent that are acceptable:
 - If renting from a Property Management Company: Provide Name and number.
 - If renting from Private individual: 12 months cancelled checks are required on most loans.
 - If living rent free: A signed and dated letter stating that you are living rent free from the family member that provides housing is acceptable.

CONTACTS:

- Name and Number of Insurance Agent
- Preferred closing attorney: *I can suggest one if you prefer just let me know!*
- Name and number of landlord if renting

PROPERTY INFO (if Purchase):

- Purchase Contract
- MLS Listing

PROPERTY INFO FOR ALL PROPERTIES OWNED:

- Copy of Current Mortgage NOTE
- Recent Mortgage Statement
- Most Recent Real Estate TAX Statement
- Most Recent Real Estate INSURANCE Statement
- Copy of Settlement Statement (HUD) from Purchase of Property OR most recent refinance.