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Checklist of items needed for application

As a mortgage lender, we are required to obtain certain documentation from each borrower to support the information contained in the application. This would include income, liquid assets (checking, savings, retirement accounts, etc) and any other miscellaneous items that might be necessary to clarify any unusual circumstances. It is our job to “make the paperwork talk to the person who has the ultimate responsibility for the credit decision—the underwriter.”

These are some of the items that you might be required to provide and it would be helpful for you to have them readily available.

- a) **Most recent pay stub (required for each person whose income will be used for qualifying)**
- b) **W-2's for the past 2 years**
- c) **Last 2 years tax returns if self-employed**
- d) **Last 2 months statements for checking, savings, stock and retirement accounts. (all pages are required)**
- e) **School transcripts or diplomas if you do not have a full 2 year work history**
- f) **Copy of drivers license**
- g) **Complete divorce/separation/property settlement agreement**
- h) **If applying for a VA loan, a copy of the DD-214**

Insurance requirements

Once you have entered into a contract to purchase a home, you will be asked to obtain homeowner's insurance on the property prior to loan closing. As a lender, we give you the choice and responsibility of obtaining the policy since we cannot permit you to close on the house without insurance. Although you normally have time after completing your formal loan application to obtain this coverage, it is something you will definitely want to think about early in the process.

Since each borrower's application is unique, there may be additional information that you may be asked to provide. On the flip side, you may not be required to provide all the above documents. We hope to make your financing of a home purchase as “hassle free” as possible.

Kathy Daubert, Sr. Loan Officer
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