

# MORTGAGE APPLICATION CHECKLIST



Gather the below items in preparation for submitting your loan application. While additional documentation may be required by your loan officer, this checklist can be used as a guideline to help you prepare for the loan process.

## **YOUR SOURCE OF QUALIFYING INCOME**

- ☐ Pay stubs: last 30 days
- ☐ W-2 Forms: last two years
- ☐ Award letters: social security, pension, disability, etc.
- ☐ Child support/alimony: court order and/or 12 months of canceled checks or bank statements showing consistent deposits
- ☐ Tax returns: last two years

## **YOUR PAYMENT HISTORY AND BORROWING PRACTICES**

- ☐ Canceled rent or mortgage checks: past 12 months, if not available on credit report
- ☐ Credit counseling or bankruptcy discharge paperwork

## **HOW YOU'LL FUND YOUR DOWN PAYMENT**

- ☐ Original bank statements: last two months, savings, checking, and investment accounts
- ☐ Settlement statement: if using funds from the sale of a property
- ☐ Stocks and securities: past two months of account statements
- ☐ Sale of assets: proof of ownership, proof of sale, proof of funds transferred to you

## **IF YOU'RE SELF-EMPLOYED OR OWN RENTAL PROPERTIES**

- ☐ Tax returns: past two years, personal, partnership and corporate (if applicable), all schedules (if applicable)
- ☐ Year-to-date business profit and loss statement, preferably completed by a CPA