

**Required Minimum Documentation, Please Review Carefully**

**In order to ensure a smooth, quick and successful loan approval, all applicable documentation is needed  
Please use paper clips or binder clips in lieu of staples as we have to scan documents**

- Tax Returns (All Borrowers)**
  - 2 most recent years tax returns that have been filed (This is your 1040 with all pages and all schedules)
  - Include **ALL** Schedules and Pages, not just pages 1 and 2 of the 1040.
  - If past April 15<sup>th</sup> and the if the current year tax return has not been filed, please provide a copy of the extension
- Income/Employment Documentation (Salary or Hourly Borrowers)**
  - 2 current, consecutive paycheck stubs with YTD Income and employers name on the stub
  - 2 most recent years W-2s / 1099 Statements from **ALL** employers. If you have filed an extension for the current year tax return, we will need the 3 most recent years
- Income/Employment Documentation (Self Employed Only)**
  - 2 most recent years W-2 / 1099 Statements from **ALL** sources of income. If you have filed an extension for the current year tax return, we will need the 3 most recent years
  - In addition to your personal returns as stated above, please provide all corporate/business tax returns filed for the most recent 2 years with all pages and schedules for any company/corporation/partnership in which you have any ownership
  - Business License or Professional License (as applicable) with your name on the license covering 2+ years
- Income Documentation for Passive Income (Retirement, 401K, Social Security, Alimony)**
  - 2 most recent years 1099-R Statements from **ALL** sources of income (Social Security, Pension etc)
  - Copy of most recent annual award statement for each source
  - Copy of letter confirming 2 years continuance
  - Last 2 years of personal tax returns as listed above
  - Copy of last 2 deposit checks or last 2 bank statements if funds are direct deposit
- Documentation for Receipt of Alimony/Child Support**
  - Copy of divorce decree or other court ordered document showing the award
  - Documentation showing that payments will continue for at least 3 years. Sometimes this is specifically referenced in the document via an end date or a termination when the youngest child reaches 18 and the age of the children are listed. If not, birth certificates may be required
- Asset Documentation**
  - 2 current months account statements, all accounts (checking, saving, mutual fund, money market, variable life, IRA, 401(k) etc)
  - Statements must cover 60 days and include **ALL** numbered pages, even if blank or just the reconciliation page. I.E. if it says page 1 of 6, we need 6 numbered pages, even if they are blank or the reconciliation page
  - Documents must have your name on it and the bank name on it and at least a partial account number
  - Documents printed from the internet, such as an account ledger or transaction history, or documents printed from the teller at the bank, must be stamped and certified by a bank official. Note; On-line statements are acceptable as they are digital copies of the paper statement, as long as they meet the above criteria.
  - Any large deposits must be sourced and verified. The definition of "large deposits" are up to interpretation by the individual u/w, but typically are considered large if they are more than your consistent paycheck.
    - Sourcing and verified means that the deposit must be traced. Back up paperwork has to be provided showing an acceptable source of origination for the deposit. Basically it is to ensure that the deposit did not originate as borrower funds or from a party that has an interest in the transaction (i.e. the seller, realtor, broker etc)
  - Documentation must cover a 2 month period and be current within 30 days of closing.
- Gift Documentation**
  - If you are getting a gift for your down payment we will need the following
    - Copy of the bank account statement from the person giving the gift to you
      - The account must have sufficient funds to cover the amount of the gift
      - Any large deposits in the account must be sourced (show documentation of where it came from) to ensure the funds did not originate from a party with an interest in the transaction
    - Copy of the CERTIFIED Check made out to the title company closing the loan
    - Fully Executed gift letter signed by the giftor and giftee. We will provide the gift letter, it must be on the required for
  - IMPORTANT:
    - The gift must be only to the person(s) on the loan
    - The account statement where the funds come from must be in the same name(s) as the giftor(s) listed on the gift letter(s). All names must match
- Identification for Patriot Act Compliance**
  - US Citizens
    - Copy of State/Government Issued ID (Drivers License, Passport, State ID Card etc)
    - Copy of Social Security Card
  - Non Permanent and Permanent Resident Aliens
    - Copy of State/Government Issued ID (Drivers License, State ID Card etc)
    - Copy of Work Authorization Card (Non Perm) or Green Card (Perm) with valid current dates
    - Copy of Social Security Card
- Existing Property Documentation**
  - Copy of Current Mortgage Statement and Insurance Policy
  - Copy of lease agreement if the property is an existing rental
  - If the existing property is a primary home and is to be sold prior to closing, will need a copy of HUD (settlement statement)
  - If the existing property is a primary home and is to become a rental, to count the rental income we need
    - Copy of fully executed lease
    - Copy of lease deposit check per lease agreement and evidence it has cleared
    - 30% documented equity in the property via full appraisal or AVM w/in last 60 days
  - For Refinances, please provide a copy of your existing Title Policy and Survey so we can save you some money