

MORTGAGE CHECKLIST

- Driver's License(s) of everyone on the title of the loan
- Personal and Business Federal Tax returns for the past 2 years including all the Schedules and supporting docs: W2s 1099's Tax extensions Schedules.

Please SIGN page 2 of 1040 tax form

- Two most recent pay stubs, must include at least 30 days of year-to-date earnings. ***Note: Pay stubs are only good for 30 days as a verification source, so keep all your new pay stubs because we will be asking for more before the loan closes as proof of still being employed, and still being paid the same
 - (If applicable) The document that provides the terms of your pension and/or Social Security benefit
 - Most recent property tax receipt(s) for **ALL** properties you currently own
 - Hazard and flood insurance bills for **ALL** properties
 - Copy of the HOA bill or regime fee that you pay on **ALL** the properties you own
 - (If applicable) Signed leases on investment rental properties
- (Yes or No) On the properties that you are not refinancing, does the monthly payment include taxes and insurance?
- If so, then we need proof; most people provide the mortgage statement for that property as proof.
 - Bank Statements **ALL PAGES** --**Most recent 2 months, ****ALL PAGES**, even if the page is blank. The statement needs to include your name, the financial firm's name, and your account number
 - Investment Statements **ALL PAGES** --**Most recent quarterly statement or last 2 monthly statements** **ALL PAGES**, even if blank. The statement needs to include your name, the financial firm's name, and your account number ***This is just to get the process started. We may need additional statements because the monthly statements are valid for only 60 days from the ending date on your last statement, and quarterly statements are only valid until the new quarterly statement arrives. ***
 - Monthly statement on all mortgages you have
 - (If applicable) Write a letter explaining any large deposits of \$500 or more and give documentation as proof. For example, if the money was transferred from another bank account, then provide a copy of the other bank account statement showing the transfer (ALL PAGES). If you deposit checks, we need a copy of the checks you deposited (you can get that from your bank) and an explanation of where the money came from. You want to prove that you have not taken out another loan. You do not need to explain direct deposits from your employer.

FOR PURCHASE ONLY

- Fully executed purchase contract (signed by all parties) on the home you wish to buy, plus any amendments or counter offers
- Receipts for earnest money or down payment deposits.
- The contact information for the borrower's realtor: _____
- How soon do you need to close on the new mortgage? _____

FOR REFINANCE ONLY

- (if applicable) Write a letter if you're paying off the first mortgage and paying off other items like a second mortgage, debt, or just want cash; a letter must be written explaining the use of the cash. For example, "I am planning to do some renovations and pay off my Belk and Gap credit cards."
- For the property/properties being refinanced, please provide the mortgage(s) NOTE (usually 3 to 4 pages long) from the last closing on the current mortgage and also provide the Settlement Statement (HUD) as well.
- Monthly statements on all debts you are planning to pay off through this mortgage transaction
- (Yes or No or N/A) If you have a second mortgage or HELOC on the property, will you be keeping it open or close it?

***Note: If you have to pay off a Second Mortgage or Home Equity Line of Credit as part of the loan process, then pay the money to your closing attorney and have your closing attorney pay it for you so that the attorney can testify that the lien will be removed We look forward to working with you.

QUESTIONS

We need to verify your current and past employment for the past two years. Provide the name and number of the person or people we need to contact:

Name of Contact	Company	Phone#
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dates we cannot close over the next 70 day? _____

(Yes or No) Do you plan to have your taxes and insurance escrowed in your mortgage payment?

***Note: If you do not escrow your taxes and insurance, yet taxes or insurance are due within 60 days of the closing date OR if you are paying off the second mortgage or HELOC, then you may need to pay it off through your closing attorney so that you would have proof that it has been paid.

(Yes or No) Do you have a credit freeze or security freeze on your credit?

If you do, when can you have it unfrozen? _____

The names of those you want on the title of the property (spell it EXACTLY the way you want it listed on the title): _____

Current mortgage rate and term: _____

If this is a Condo or Townhouse or PUD, then what is the HOA's phone #? _____

We have attorneys that we prefer because of their respected work; however, if you prefer to use your personal attorney, then what is his/her name, city, and phone #?

Name: _____ Phone: _____

City: _____

(Yes or No) Will everyone who is on the title be able to attend the closing?

Call us if you have any questions (843) 882-5336.