

DOCUMENTATION CHECKLIST

- ✓ Picture Identification (drivers license, passport or state identification)
- ✓ Last 4 Payroll vouchers / Pay stubs (with year to date information)
- ✓ Last two (2) years W-2 and/or 1099
(If you are paid commission, receive rental income or are self-employed, we will need the last two (2) years complete tax returns for personal and business; along with year to date profit and lost statement.)
(If you claiming alimony or child support with/as your monthly income, we will need a copy of the divorce decree and evidence of 12 months of payments.)
- ✓ Last three (3) months of bank statements on any deposit account listed as an asset (checking/savings/money market/certificate of deposit)
- ✓ Most recent statement on any 401K, stock or bond account listed as an asset
- ✓ A list of:
 - All credit obligations (existing real estate loans, installment loans, student loans, credit card accounts)
 - Real Estate Owned (market value, mortgage holder, gross rental income, tax & insurance payment)
 - Personal Property (vehicles – value, year, make & model)
 - Employers name, address & telephone number
- ✓ Purchase transaction: copy of signed offer to purchase contract & earnest deposit
- ✓ Copy of sales contract for current residence, if available