

MORTGAGE Checklist

Mortgage Pre-Approval Checklist



ITEMS NEEDED

- Completed and Signed Application
- Application Fee (depends on lender)
- Contract for Purchase/Sale (both sides with all riders)
- Verification of Earnest Money (copies of both sides of canceled checks)
- Gift Letter – signed by relative or donor, with copies of checks and deposit receipts (if applicable)
- Insurance agent's name and number

VERIFICATION OF INCOME

- Pay stubs for the last 30 days
- Complete tax returns (all schedules, K1's & W2's) for the past 2 years
- IF SELF-EMPLOYED: Corporate tax returns for the past 2 years. Also year-to-date profit and loss statement.
- Assets: Last 3 months of statements for Checking, Savings, CDs, Brokerage, IRA, Keogh, Profit Sharing, Mutual Funds, etc.
- Divorce Decree (if applicable)
- Canceled checks to verify alimony/child support/separate maintenance (if you are using this income to qualify)
- For rental income: copy of lease agreements

CREDIT HISTORY

- Installment Debt – Mortgage, Auto, Equity Loan, Student Loan, etc.
- Please address any credit issues raised by any Consumer Credit Reporting Agency