



Required Documents for Underwriting Process

- **Pay stubs:** Most recent 30 days for all borrowers.
- **Tax returns:** Most recent 2 years signed, complete tax returns with all schedules
 1. **Self Employed and Corporations ONLY:** Please provide Business/Corporate tax returns, K-1, YTD profit and loss, 1009's and License.
- **W-2's:** Most recent 2 years for all jobs. 2007 and 2008
- **Employment history:** Name and address of most recent 2 years employers with employment dates, contact name and phone #.
- **Checking and Savings accounts:** Most recent 2 months **complete** statements for **all** accounts to be verified.

*** **PLEASE NOTE:** If statements are generated at the depository institution, make certain they are signed by the teller and printed on letterhead or stamped. **Printed internet statements are not acceptable. Include ALL pages**, for example if it states page 1 of 5, please include all 5 pages.
- **Stock, Bonds, Investment and Retirement Accounts:** **Most recent** quarterly statement on each to be verified. **Include ALL pages**, for example if it states page 1 of 5, please include all 5 pages.
- **Purchase Contract Agreement:** Fully executed, with all signatures and addendums.
- **Earnest Deposit:** Copy of receipt or cleared check for down payment.
- **Personal Photo ID:** Driver's License and Social Security Card/Permanent Resident Card
- **Current Mortgage(s):** Most recent monthly statements or payment coupon books with loan number, contact information and escrows (taxes and insurance).
- **Investors/Landlords:** Mortgage statements with name and account number for all properties. Lease agreements on all other currently rented properties, listing agreements for any listed for sale properties, HUD-1 Settlement Statement for any recent closings. Proof of any free and clear properties: Copy of a DEED or "Paid" Note.
- **Appraisal & Credit Escrow:** A check in the amount of \$_____ made payable to_____.
- **Divorced or Separated:** Copy of final divorce decree and/or maintenance agreement with amendments, and a 12 month payment history of alimony/child support if it is to be used as income for qualification.
- **Past Bankruptcy:** Letter explaining reason for bankruptcy and the full schedule of bankruptcy with final discharge papers.
- **Renters:** Landlords name and address for the last 2 years, 24 month rental history will need to be established by receipts or cancelled checks if the landlord is not an institution.
- **Gifts:** If the source of down payment is a gift, a gift letter will be provided for the donor to fill out, sign and returned promptly. At time of gifting, a printout of the donors balance will need to be provided to prove ability to donate funds.
- **Social Security/Pension:** This years "awards" letter and/or pension contact info.
- **Letter of Explanation:** Credit Concerns, Gaps in Employment, Unique Situations, etc.