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## Loan Processing Paperwork Check List

The following information usually required during the loan process

### Property Information

- **Purchase Transaction**
  - ✓ Purchase agreement
  - ✓ Name and telephone number for Escrow Company, Listing Agent, Selling Agent
- **Purchase and Refinance Transaction**
  - ✓ Copy of your homeowner's insurance declarations page
  - ✓ Information on other Property you Own
  - ✓ Mortgage account information
  - ✓ Home equity account information (if applicable)

### Personal Information

- ✓ Copy of valid driver's licenses or state ID cards
- ✓ VA Mortgages require your DD214 and Certificate of Eligibility
- ✓ Bankruptcy paperwork (all schedules and addendums) and Discharge Notice

### Income Information

- ✓ Paycheck stubs for the most recent 30-day period
- ✓ W-2's and 1099's from all employers for the past 2 years
- **If you are: self-employed, commissioned, a driver, in sales or have rental property**
  - ✓ Complete tax returns for the past 2 years
  - ✓ Year-to-date profit & loss statement
- **Social Security Income**
  - ✓ Current Proof of Income Letter from Social Security
  - ✓ you can request one online by visiting [http://www.ssa.gov/onlineservices/Social Security Online Services](http://www.ssa.gov/onlineservices/Social_Security_Online_Services) or by contacting your local Social Security Office
- **Divorce/Child Support Income**
  - ✓ Supporting papers and 1-year of the payment history

### Assets

- ✓ 2 months Bank Statements
- ✓ Statements for 401k, IRA, life insurance, etc...
- ✓ Statement for any asset accounts you have

**Thank you for stopping by and giving us the opportunity to help**