



## Documentation Checklist

Provide the following documentation...

...with all mortgage applications:

- Pay stubs for the most recent 4 week period
- W2s for the past 2 years
- If self employed, personal and corporate Federal Tax Returns for past 2 years complete with all schedules and a Year to Date Profit & Loss statement
- If applicable, Social Security Award letter or Pension statement

...and if purchasing a home:

- Purchase and Sale Agreement signed by all parties
- If first time buyer, Federal Tax Returns for past 3 years
- Banks statements for the past three months
- Copy of deposit check and documentation of source of funds

...and if refinancing:

- Copy of property deed, tax bill and proof of insurance
- Copy of most recent mortgage statement(s)

Additional documentation may be required.

Two years Federal Tax Returns are required if:

- Applicants own any rental property, (if available, include leases)
- Greater than 25% of income is from self-employed source, or commission
- Dividend/Interest Income is to be used to qualify applicants

If property is condominium the “condo docs” are required:

- Unit and Master Deed
- Declaration of Trust
- By-Laws

A Gift Letter is required if a gift is used for any part of the down payment.

A written letter of explanation for any of the following:

- Gap in employment in past 2 years
- Derogatory credit