

MORTGAGE APPLICATION CHECKLIST

This list is designed to give you a general sense of the types of things you may need to apply for a mortgage. Having everything ready before you apply will help you to make the mortgage/ refinance process less stressful.

1) IDENTIFICATION

- Basic identification information about each borrower - Government issued ID and Social Security Number
- Marital status, number of children and their ages
- Current housing situation
- Property information

2) INCOME AND EMPLOYMENT VERIFICATION

- two years worth of income tax returns
- paystubs - typically from the last 30 days
- W-2s from current and past employer for the last 2 years for each applicant
- If you receive bonuses or commissions you must provide two years of bonus and/ or commission income received
- INCOME VERIFICATION when you're SELF-EMPLOYED: income tax returns, current profit and loss statement, and list of all business debts

3) ASSETTS AND LIABILITIES

- Debt payments/ monthly expenses and balances for credit cards, mortgages, car loans, student loans, child support etc.
- Bank statements
- Retirement or Investment account statements
- Rental property income statements

4) ADDITIONAL DOCUMENTS

- Divorce papers
- Proof a gift of money is not a loan
- Child birth certificates if child support is counted as income
- Lease agreement
- Bankruptcy discharge papers
- Foreclosure notices
- Proof of immigration status



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