

# Mortgage Documentation Checklist



**Paperwork...nobody likes it** (not even us), but it is central to the loan process and, well, unavoidable. The good news is the better job we do up-front, the less we'll have to do later. So let's get it over with, shall we?

## **Everybody** *(as applicable)*

- Most recent 30 days of pay stubs
- W-2 and 1099 forms for the past 2 years
- K-1 statements for the past 2 years (if you get 'em, you'll know what they are)
- Personal Federal income tax returns for past 2 years, including all schedules and statements
- Most recent 2 months of statements for each bank, credit union, stock, investment and retirement account — all pages of each
- Most recent statement for existing mortgage loans
- Employment history for past 2 years, including start/end date, address, phone and job title
- Address history for past 2 years, including move in/out dates and name and phone/email for landlords
- Credit authorization (we'll send you a form to sign)

## **If are self-employed** *(to a lender, you are self-employed if you own 25% or more of a business, partnership, corporation or LLC)*

- Year-to-date profit and loss statement through (at least) the end of the most recent quarter
- Federal income tax returns for your business, for the past 2 years, including all schedules and statements

## **If you receive Social Security, disability or retirement income**

- Most recent "award" letter (usually comes annually with your cost of living adjustment)
- 1099-R forms for the past 2 years

## **If your loan will be a refinance**

- Most recent statement for each existing mortgage loan
- Declarations page of homeowners' insurance
- Most recent statement for any other bills/loans to be paid

## **If you pay child or spousal support**

- Complete copy of your divorce decree or support order

## **If you receive child or spousal support and want it counted** *(note: you are not required to disclose this type of income)*

- Complete copy of your divorce decree or support order
- Proof of receipt of your last 3 months of payments (bank statements, copies of checks, statement from support enforcement are all viable options)

## **If you have rental property**

- Most recent statement for each existing mortgage loan
- Declarations page of homeowners' insurance for each property

## **If you have or will receive any gift funds**

- Name, address, phone and relationship of gift donor
- Amount of gift

## **If you are in school** *(or have been during the past 2 years)*

- Transcript (unofficial/web-based is just fine)
- Statement of next due date and payment amount for any student loans currently in deferral

## **If you have had a bankruptcy discharged or dismissed within the past 7 years**

- A complete copy of your bankruptcy papers—filing, all schedules and discharge

