

# APPLICATION CHECKLIST

Please submit all documents listed below



## PROOF OF INCOME

- All pay stubs for the previous 30 days; AND
- Copies of your last two years W-2 forms OR a copy of your last two years tax returns, completed and signed, including all schedules.

### If you are self-employed

- Copies of your last two years W-2 forms OR a copy of your last two years tax returns, completed and signed, including all schedules; AND
- A copy of your corporate and/or partnership tax returns for the most recent two years.
- Your most recent Profit-and-Loss Statement.

If you have any of the other income listed below, please provide the following documentation:

### Social Security

- Award letters from Social Security Administration, AND a copy of your most recent Social Security check: OR

- 12 months of bank statements showing regular deposits of the same amount.

### Pension Income

- Award letters, plus copies of pension checks and your most recent personal tax returns, including all schedules, or W-2 Forms.

### Interest/Dividends

- Last two years of personal tax returns, including all schedules.

### Rental Income

- Executed rental agreements AND two years of personal tax returns, including all schedules. If Incorporated or a Partnership two years of business tax returns.

### Other Income

- Income from alimony, child support or separate maintenance need not be revealed if you do not want it considered as a basis for repaying the loan. If you want such income to be considered, you must submit an executed Separation Agreement/Divorce Decree/Award Letter and either 12 months canceled checks or statement form the Office of Recovery Services

## PROPERTY INFORMATION

- The fully-executed sales contract, signed by all parties.
- If the property is a Condominium of a Planned Unit Development (PUD) submit homeowner association information.

## SELLING YOUR CURRENT HOME

- HUD-1 Settlement Statement (provided at closing); OR
- A fully-executed copy of the sales contract.
- Proof of assets to close on the subject property.

## Verification of Assets

- Copy of canceled earnest money deposit check.
- Copies of bank and/or investment account statements for the three most current months.
- Explanation of any large deposits and supporting documentation.
- For stocks and bonds, three months of bank statements with cash-in value showing funds.

- If you are receiving a gift to cover your down payment, you will need to complete the Gift Letter, which will be provided to you.

## FEES

- A check for \$55.00 for your credit report.
- A check for your appraisal in the amount of \$450.00. The amount will change for multiple unit properties and rental properties.

## CREDIT INFORMATION

- Bankruptcy papers fully-executed.
- Explanation of any derogatory credit reporting.
- Documentation of incorrect information or accounts being paid in full.
- Divorce Decree/Separation Agreement

\*This checklist does not represent all of the documentation you may need to submit for consideration of your application. All loans are subject to credit and property approval. Program terms and conditions are subject to change without notice. Other restrictions may apply.

For Questions Call  
888.272.0600