

## Borrower Documentation Checklist

The following items are needed in order to process your request for a mortgage loan:

All Loans:

- 🕒 W-2's (most recent 2 years)
- 🕒 Pay Stubs (most recent 30 day period)
- 🕒 Tax Returns - Most recent 2 years -all schedules (*For Self Employed/ Commission/Employed by Family Member/ and/or own more than 1 property*)
- 🕒 Bank Statements/Asset Accounts (most recent 2 months)
- 🕒 Purchase Agreement (*if purchasing property*)
- 🕒 Copy of Earnest Money Deposit Check (*purchases only*)
- 🕒 Proof of Discharge of Bankruptcy/Bankruptcy Schedules, (*if applicable*)
- 🕒 Divorce Decree (*if applicable*)
- 🕒 Name and Tel # of Insurance Agent (homeowners policy)
- 🕒 Copy of Social Security Card and Drivers License
  
- 🕒 VA Loans (additional documents needed):
  - 🕒 DD214 - Discharge Papers
  - 🕒 Signed 1880 - Request for Certificate or Eligibility or duplicate (form provided by Loan Access)