



MORTGAGE APPLICATION DOCUMENT CHECKLIST

The amount of information a lender requires to process a mortgage application can be overwhelming. Use this handy checklist to gather the documentation typically required to help you prepare and make the process easier. Just remember each lender is different, and may request additional documents from you and any co-borrowers.

	Borrower	Co-Borrower(s)
Personal Information		
Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>
Social Security Number	<input type="checkbox"/>	<input type="checkbox"/>
Current Housing Information		
For Renters:		
• Current Address	<input type="checkbox"/>	<input type="checkbox"/>
• Name and Address of Your Landlord	<input type="checkbox"/>	<input type="checkbox"/>
• Proof of Lease	<input type="checkbox"/>	<input type="checkbox"/>
• Current Monthly Rent Payment	<input type="checkbox"/>	<input type="checkbox"/>
If you haven't lived at your current address for more than 2 years, bring this information for your previous address too.		
For Existing Homeowners:		
• Current Address	<input type="checkbox"/>	<input type="checkbox"/>
• Current Market Value of Your Home	<input type="checkbox"/>	<input type="checkbox"/>
• Mortgage Lender	<input type="checkbox"/>	<input type="checkbox"/>
• Mortgage Account Number	<input type="checkbox"/>	<input type="checkbox"/>
• Current Monthly Mortgage Payment Amount	<input type="checkbox"/>	<input type="checkbox"/>
• Outstanding Balance Due on the Mortgage	<input type="checkbox"/>	<input type="checkbox"/>
Employment Information		
Employment Verification		
Names, address and telephone numbers of employers for the past 2 years.		
Self-Employment Documents		
If self-employed, copies of the following from the past 2 years:		
• Profit and Loss Statement	<input type="checkbox"/>	<input type="checkbox"/>
• Balance Sheet	<input type="checkbox"/>	<input type="checkbox"/>
• Business Tax Returns	<input type="checkbox"/>	<input type="checkbox"/>
Financial Information		
Income Verification		
• Two most recent pay stubs with year-to-date earnings	<input type="checkbox"/>	<input type="checkbox"/>
• W-2s for the past two years	<input type="checkbox"/>	<input type="checkbox"/>
Additional Income		
Bring documentation to prove you receive any of these additional forms of income: social security or veteran's benefits (provide copies of the award letter), overtime bonuses, commissions, interest income.		
	<input type="checkbox"/>	<input type="checkbox"/>



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	Borrower	Co-Borrower(s)
Financial Information (continued)		
Tax Information Copies of the following from the past two years of: <ul style="list-style-type: none">• W-2 Tax Forms	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• Tax Returns	<input type="checkbox"/>	<input type="checkbox"/>
Bank Account Information Account number(s) and current balance(s) for: <ul style="list-style-type: none">• Checking	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• Savings	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• Any Other Account(s)	<input type="checkbox"/>	<input type="checkbox"/>
Assets Information Statements of current assets, such as Individual Retirement Accounts (IRAs), Certificates of Deposit (CDs), stocks, and bonds. For individual investments, a current brokerage statement with the name of the stocks, the amount per share and the number of shares owned.	<input type="checkbox"/>	<input type="checkbox"/>
Personal Property Information Disclosure of the value of your personal property, including employee retirement accounts, furniture, cars (copy of titles to any vehicles owned), any valuable collections or other valueable property and life insurance.	<input type="checkbox"/>	<input type="checkbox"/>
Credit Information Credit card bills for the past few billing periods.	<input type="checkbox"/>	<input type="checkbox"/>
Investment Property Information Federal tax returns and a schedule of all real estate property you own, plus account number and address of the mortgage company if any property you own is not paid for. If the property is rented, provide a copy of the current lease and rent payments in the form of canceled checks.	<input type="checkbox"/>	<input type="checkbox"/>
Gift Fund If money for the downpayment is a gift from a relative, supply a copy of: <ul style="list-style-type: none">• Gift letter (stating the gift money does not have to be repaid)	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• Gift check	<input type="checkbox"/>	<input type="checkbox"/>
Divorce or Separation Information A copy of the divorce decree or maintenance agreement, along with any amendments and a 12-month payment history of alimony and/or child support payments, as well as documents if the payments are needed to verify your income and qualify for the mortgage.	<input type="checkbox"/>	<input type="checkbox"/>
Information on the home you are purchasing		
Purchase Contract Copy of the executed purchase contract and any addendums. (If purchasing new construction, also include the plans and specifications.)	<input type="checkbox"/>	<input type="checkbox"/>