

Thank you for your loan application. The items listed below are necessary to complete your loan process. Please return the checked items to my attention by _____.

Comments (If not applicable, put NA)

Income

- Last 2 paystubs _____
- Last 2 year's W-2s _____
- Cash Flow Analysis for Self-Employed _____
- Disability/SSI award letter _____
- Pension Award letter _____
- Divorce Decree _____
- Separation or Child Support Agreement _____
- 2 Year's tax returns all schedules _____

Assets

- Last 2 months (consecutive) Bank Statements _____
- Last quarter investment statement _____

Purchase Info

- Purchase agreement with seller's disclosures _____
- Condo Association Contact info _____
- FHA Homebuyers class certificate _____
- Other FTHB program certificates _____
- Copy of downpayment grant _____

Construction Info

- Name and address of contractor _____
- Contractor agreement (*Details of construction*) _____
- Construction Insurance _____
- Blue Prints/Plans/Estimates _____

Letters of Explanation

- Letter of explanation of credit _____
- Letter explaining job gaps _____
- Evidence collections are paid _____

Misc

- Copy of Insurance Policy Declarations Page _____
- DD214 Pgs 1 and 2 (*VA only*) _____
- Name and phone number of landlord _____
- Copy of college degree and transcripts _____
- Letter of Map Amemdment (LOMA) _____
- Mortgage Location Survey _____
- Complete ID info on CIP form _____
- Other _____

Loan Officer's Name: _____

Date: _____

Contact number: _____