

## APPLICATION CHECKLIST

**In order to expedite the application process, please bring the following applicable information to your appointment.**

- Copy of Drivers License
- Most recent year-to-date pay stub
- Copies of most recent two years W-2 forms
- Provide ***complete*** and ***signed*** copies of the most recent two years tax returns with all schedules
- If applicant owns more than 25% of a corporation or partnership: a Year-to-Date Profit and Loss Statement; complete and signed copies of the most recent two years corporate or partnership tax returns
- Employer number and Company ID or contact person for Employment Verifications
- Documentation to verify other sources of income, *if* applicable
- Copies of the most recent two months Bank Statements
- Copy of the most recent mortgage statement
- Documentation to verify other sources of funds to close
- Divorce Decree and Separation Agreement, *if* there was a prior marriage
- Copy of Land Contract, *if* applicable

***In addition to the above, you will need the following:***

### **PURCHASE TRANSACTIONS:**

- Copy of the fully executed purchase contract with all addendums

### **REFINANCE TRANSACTIONS:**

- Copy of Homeowners Insurance Policy

### **CONSTRUCTION LOANS:**

- Copy of fully executed contract with Builder
- Copy of fully executed contract for the Lot, *if* applicable
- Complete Set of Specifications and Final Blueprints