

MORTGAGE INFORMATION CHECKLIST

Please Provide Items That Are Circled/Highlighted

I. Income Information

A. Self-Employed Borrowers

1. Last one/two years' Signed Tax Returns
 - a. Individual (*IRS form 1040*)
 - b. Corporate / Partnership
2. YTD Profit and Loss Statement

B. Salaried Borrowers

1. Last two years' W-2 Forms
2. Last one month's Pay Stubs

II. Asset Information

- A. Last ____ month's Account Statements (*checking, savings, stock & bond accounts, mutual funds, retirement etc.*)- All Pages
- B. Gift Letter with (i) bank statement from donor and (ii) deposit slips & bank statement from recipient

III. Purchases Only

- A. Contract of Sale
- B. Copy of canceled down payment check (*front and back, when available*)
- C. Copy of (i) last 12 months canceled rent checks (front and back) or (ii) letter from landlord that rent has been paid on time and (ii) the amount of your monthly rent.

IV. House Re-Finances Only

- A. Copies of:
 - 1) Existing Deed
 - 2) Title Insurance Policy
 - 3) First two pages of Homeowner's Insurance Policy
- B. Mortgage Statement(s)

V. Co-op & Condo Loans Only

- A. Last 2 years Co-op/Condo Financial Statements
- B. Last Amendment to the Offering Plan (*if sponsor owns 10% or more of units, Co-ops only*)
- C. Copy of Stock Certificate (*Refinance Only*)
- D. Copy of Mortgage Statement(s) (*Refinance Only*)

VI. Additional Items

A. _____

B. _____

C.
