

# Your Mortgage Application Checklist



To get a head start on your financing, begin collecting the following documents. These documents are often required to complete your purchase.

## From all borrowers:

- \_\_\_ A valid driver's license or other government-issued photo identification, date of birth and Social Security number
- \_\_\_ Most recent statements (the last two months) for all checking, savings, stock, mutual funds, IRAs or other liquid asset accounts. Single deposits in excess of 10% of your gross monthly income and multiple deposits in excess of 20% of your gross monthly income will need to be documented as to the source of the funds. If funds for closing costs and/or down payment will be from the receipt of gift funds, please let us know in advance so we can provide you with a list of the documentation required for this type of asset
- \_\_\_ Up-to-date addresses and landlord/mortgage company information for the past two years
- \_\_\_ Loan information, including balance, monthly payment and any rents collected for other real estate owned, if applicable

## From salaried borrowers:

- \_\_\_ Most recent paystubs (for the past 30 days)
- \_\_\_ SSI/Disability/Pension Award Letters
- \_\_\_ W-2/1099 forms for the past two years, and personal 1040 tax returns including all schedules

## From self-employed borrowers:

- \_\_\_ Corporate 1120S/partnership 1065 tax returns for the past two years, if you own 25% or more of the company
- \_\_\_ Year-to-date profit and loss statement and balance sheet
- \_\_\_ Most recent personal 1040 tax returns with all schedules from the past two years

## For Purchase Loans:

- \_\_\_ Copy of sales contract
- \_\_\_ Contact information for the insurance agent that will provide insurance for the home (Need a free quote? Contact Randolph Brooks Insurance Agency (RBIA) at 210-564-2999 or 1-888-564-2999)

## For Refinance Loans:

- \_\_\_ Survey of your property
- \_\_\_ Copy of current mortgage statement
- \_\_\_ Copy of current mortgage note
- \_\_\_ Copy of current homeowners insurance declarations page
- \_\_\_ Deed of trust
- \_\_\_ Settlement statement from the time of purchase

## Depending on your situation, you may also need:

- \_\_\_ *If you have been divorced:* A certified copy of the final divorce decree including all pages that have been fully executed by all parties, including the judge
- \_\_\_ *If you have had credit disputes:* Documentation pertaining to any resolved or unresolved issues
- \_\_\_ *If you have previously filed a bankruptcy petition:* A copy of entire bankruptcy documents, including a copy of the discharge notice
- \_\_\_ *If you have sold property in the last three months:* A copy of the settlement statement

**RBFCU** 

[rbfcu.org](http://rbfcu.org)

Austin | Dallas | San Antonio

1-800-580-3300

NMLS# 583215

