

# LOAN DOCUMENTATION CHECKLIST!

## Important Checklist for Your Loan Application

To ensure a smooth and efficient loan application process, please gather and submit the following documentation. All applicable items will be required for both the Borrower and Co-Borrower. If you have any questions, please do not hesitate to contact us. Thank you!

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### Personal Information: *For both Borrower and Co-Borrower*

- 1. Identification:**
  - Copy of your current driver's license, state-issued ID, etc.
- 2. Social Security Card:**
  - Clear copy of your Social Security card.
- 3. Employment Verification:**
  - Name, phone number, and email of your Human Resource department.
- 4. Homeowner's Insurance:**
  - Name and contact number of your homeowner's insurance agent. If needed, we can recommend someone to you.

**Note:** Contact information for a spouse is also required, even if they are not a borrower on the loan.

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### Financial Information: *For both Borrower and Co-Borrower*

- 1. Tax Returns:**
    - Last 2 years of tax returns (personal and business if applicable) – including all pages, schedules, and extensions.
  - 2. W2s and/or 1099s:**
    - Last 2 years of W2's and/or 1099's.
  - 3. Pay Stubs:**
    - Last 30 days of pay stubs.
  - 4. Bank Statements:**
    - Last 2 months of bank statements – all pages including blank pages. Note: All online statements must have the web address, your full name, and account number visible. Alternatively, you can print them and have your bank issue a stamped, dated, and signed verification.
  - 5. Binder Check:**
    - Once submitted, provide a front and back copy of your binder check after it has cleared your bank account.
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### Other Applicable Information: *For both Borrower and Co-Borrower*

- 1. Award Statements:**
  - Most recent pension, social security, and disability award statements (all pages).
- 2. IRA Statement:**
  - Complete IRA statement (all pages including blank pages).
- 3. 401k Statement:**
  - Last quarter 401k statement (all pages including blank pages).
- 4. Child Support Documents:**
  - Divorce decree or child support order and 12 months proof of child support payments (all pages including blank pages).
- 5. Gift Funds Documentation:**
  - Gift letter form (provided by us) if you are receiving any gift funds for closing.

- A 30-day bank statement or transaction history from the gift provider showing funds before and after the gift money balance, signed, dated, and stamped by the teller.
6. **Self-Employed Buyers:**
- All returns (business and personal), all schedules and K1's. Include copies of any filed extensions with the IRS.
  - A Profit & Loss Statement and Balance Sheet for the current year.
7. **Rental Verification:**
- Name and number of your current landlord if you are renting from an individual.
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*Please submit all required documentation in .pdf format and avoid submitting items as screenshots.*

If you have any questions or need further assistance, please reach out to us at [Linda@MortgagesByLinda.com](mailto:Linda@MortgagesByLinda.com).

Thank you for choosing Mortgages by Linda