

# Lender's Checklist

1. Legible copy of sales contract.
2. Employment history for 2 consecutive years, including name, address, and zip codes.
3. College diploma or transcript if recent graduate.
4. Verification for 2 years of residency . addresses, name and address of mortgage holder, and loan number on any mortgage loans held in the past 2 years. If any property has sold in the past 2 years a certified copy of the closing statement and a copy of the warranty deed will be needed.
5. Name and address of present landlord if you have not owned property in the last two years.
6. Information to verify all liquid assets, checking, saving, CD's, money markets, stocks, bonds, etc. including addresses and account numbers.
7. All outstanding debt obligations: name of firm, address, account number, and balance. For rental properties include mortgage information and a copy of lease agreement.
8. If applicable, provide information on other assets being used to close the loan.
9. Social Security numbers to borrowers.
10. Previous year's W-2's and most recent year-to-date check stub.
11. If self-employed, tax returns for previous 2 years, if incorporated, copies of corporate tax returns, year-to-date profit and loss statement and balance sheet prepared by an accountant and signed by the borrower.
12. If commissioned, W-2's accompanied by your company letter verifying all expenses that are paid by the company and two years tax returns.
13. Verification of additional income (pension, retirement fund, notes, royalties etc.) This income must be substantiated by previous tax returns.
14. Copy of Drivers Licenses of borrowers.
15. Payment for appropriate fees (appraisal, credit report, etc.) are due at the time of application.