

Mortgage Documentation Check List

Purchase

Below is a list of items that are used to get started and document your application information.

- **Copy of the front of your driver license (all borrowers) – not expired**
- **Most recent 2 years W2s (all borrowers)**
- **Most current pay stubs for the last 30 days (all borrowers)**
- **Bank statements for all bank accounts for the 2 most recent months (all pages)**
- **If income is from W2 – need most recent year personal tax return**
 - If less than 2 full years W2 – will need 2 years of personal tax returns
- **If income is from self-employment (SE), we need most recent 2 years personal tax returns with all schedules, K1's and 1099's. Need history of at least 1 year of SE income**
 - If self-employment income is from a company you own 25% or more – we will need business tax returns from past 2 years

Helpful Hint: We need to source funds to close

Once you find a property, please send:

Ask me about this

- Fully Executed Sales Contract (signed by all parties)
- Need contact info for your homeowners insurance agent who will insure the new property
- Copy of Survey (from seller - showing all site improvements) – title company may approve

Additional information that may be needed - if applicable to you:

- If **Selling your current home** – Need Executed sales contract
- If **Keeping your current home** – Need Homeowner's insurance declaration page
- If you have **Child Support Income OR Obligation**– Need copy of divorce decree or child support order showing children ages and terms and receipt of payment.
- If you have **Social Security income** – Need current year award letter and SSA-1099
- Need Mortgage Statement & Homeowners insurance declaration of any properties owned
- Do you want to *waive* escrowing your property taxes and insurance?
- If you extended your recent taxes – Need *Form 4868*
- If you have rental properties – will also need lease contracts with tenants
- Filed **Tax filing extension?** – Need copy of IRS Form 4868
- If **getting a 401K loan** for down payment – current statement prior to withdrawal, loan information and statement after withdrawal

I may need copies of 401K/IRA or other retirement statements but check with me first.

You can accept a gift of money from a relative to help buy a house. Here is what will be needed to document the gift funds:

- Signed gift letter (I will provide a blank gift letter form)
- Full 30 day bank account transaction history from the donor showing the gift withdrawal
- Copy of the cancelled gift check (front & back)
- Updated bank statement showing the deposit of the gift funds

Steve Dixon – American National Bank & Trust – steved@amnat.com – (214) 285-2200