

Home Loan Documents Checklist

Applying for a mortgage can be a daunting process. This checklist provides an outline of items you'll need to finalize your mortgage. Once you've applied, a team of mortgage specialists will work with you to advise which documents are needed and where to send them.

For All Purchases & Refinances

- Copy of two most recent pay stubs for all borrowers
- Copy of past two years W-2s for all borrowers
- Copy of Social Security Awards letters and 1099 for all borrowers
- Copy of bank statements from the last two months or a most recent quarterly statement (to verify any monetary assets listed on application)

If applicable:

For Self-Employed:

- Copy of tax returns, including all schedules

If previously bankrupt:

- A letter of explanation for any past-due balances, slow payments or bankruptcy
- A copy of recorded discharge papers and bankruptcy schedule
- Releases of judgment

Additional items that may be required:

- Pest inspection report
- Flood insurance required by federal law if property is in a flood zone
- Copy of homeowners insurance policy (One year paid-in-full and for at least the loan amount or replacement cost)
- Septic/well certification

For Purchase Mortgages

- Copy of signed sales contract including all addenda

If you currently have/had a house:

If it is currently rented or listed for sale:

- Copy of the current lease or rental agreement

If it is sold but not closed:

- A copy of the sales contract

If it is sold, closed and proceeds will be used for down payment:

- A copy of the HUD 1 settlement statement

For Refinance Mortgages

- Copy of borrowers most recent mortgage statement
- Copy of most recent property tax statement
- Copy of homeowners insurance policy
- Copy of title policy and survey

Please note: Additional information may be necessary for special situations.

Apply online at AACreditUnion.org/homeloans.

Call us at **(800) 533-0035, Option 3.**

Or, visit a branch

