

Mortgage Application Checklist

After you have applied online at HomeLoAAns.org or by phone at (800) 533-0035, you may need some of the documents listed below. Please use this checklist to help you expedite the process. A Mortgage Loan Officer will contact you after you have completed your loan application to let you know exactly what documents will be necessary and where to send them.

For All Mortgages:

- Copies of current pay stubs for all borrowers (the two most recent)
- Copy of past two years' W-2s for all borrowers
- Complete tax returns, including all schedules (if you are self-employed or you have rental income)
- Copies of bank statements from the last two months or most recent quarterly statements (to verify any monetary assets listed on application)

If applicable:

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

For Purchases:

- Copy of signed sales contract including all addenda
- If you currently have/had a house and:
 - It is currently rented: a copy of the current lease or rental agreement
 - It is listed for sale: a copy of the listing agreement
 - It is sold, but not closed: a copy of the sales contract
 - It is sold, closed and the proceeds from the sale will be used for down payment: a copy of the HUD 1 settlement statement
- If you are currently renting a house:
 - Landlord information – needed if renting during past two years. Landlord's name, address and phone number (Rent receipts or cancelled checks are acceptable.)

For Refinances:

- Current mortgage information – name and address of your mortgage lender(s) and account number(s)
- A copy of the current title policy and survey

These may be required at closing:

- Pest inspection report (N/A for new construction and condos)
- Flood insurance required by federal law if property in flood zone
- Proof of home owner's insurance – one year paid-in-full policy (not a binder) and for at least the amount of loan or replacement cost
- Septic/well certification (if applicable)

Additional information may be required depending on your situation.

