

PLEASE PROVIDE THE FOLLOWING INFORMATION & DOCUMENTATION

1. Please provide your cell phone number(s).
2. Please provide your e-mail address(es).
3. If your mortgage is to be for a purchase is the new mortgage dependant on the sell of your present home?

Please provide the following:

4. Photo copy of your driver's license and social security card. If you are not able to locate your social security card please provide your exact legal name as it appears with the social security office.
5. Copy of your most recent pay stubs to verify a full 30 days of earnings.
 - Declining Income and How it Affect Your Approval
 - Declining income for individuals can come in the form of reduction in work hours, commission with reduced sales and self-employed borrowers with reduced gross profits. Typically declining income is not considered stable income and only stable income can be used for qualification purposes.
 - Kimberle along with the underwriter will determine the stability of your income. Each loan is viewed on a case by case basis. Please notify Kimberle immediately if you fall into this category. She will need to see your most recent pay stub, last 2 years W2s, 1099s, etc. and copies of your most recent filed 2 years federal tax returns, if available a profit and loss for the most recent tax year and a written explanation.
6. Copy of your last 2 years W2s and personal federal tax returns with all schedules.
 - All files are required to contain tax return validations from the IRS. This means we will send the signed 4506 disclosure form to the IRS and they will return proof to verify that you have file the most recent 2 year tax returns and that the tax returns you provided match what is on record. The turn time for this is 72 hours. Be sure that the 4506 contains the exact address you used to file your returns or the request will be rejected and we will be required to begin the process again once we get the valid address from you.
7. Name and phone number of contact person that can verbally verify your employment.
8. 2 months current bank statements, savings statements, 401K statements, retirement statements, etc. with all of the pages verifying assets for closing and reserves.
 - Carefully review the bank statements you are sending in. If there are any deposits over \$500 that are not normal pay roll deposits these deposits must be addressed. Provide a written explanation and documentation to support where these funds came from. Cash on hand is not acceptable source of funds.
 - When assets are used for down payment and closing costs, from publicly traded stocks, bonds, mutual funds, government securities and retirement plans in addition to providing a copy of the account statement for the most recent month/quarter, proof of liquidation must also be documented with:
 - borrower's ownership of the asset, and
 - value of the asset at the time of sale or liquidation, and
 - borrower's actual receipt of funds realized from the sale or liquidation
9. If you currently receive alimony or child support and this income will be used for qualification purposes, please provide a copy of the divorce decree or court order. If the income is child support and the divorce decree/court order doesn't show the child's date of birth please provide a copy of the birth certificate. The support must continue for the next 3 years and you will need to provide proof of receipt for the past 3 months.
10. If you currently pay alimony or child support please provide a copy of your divorce decree or court order to show the amount due each month.
11. Name and phone number of agent that will be providing your home owner's insurance.

For refinance transactions:

12. What is the current value of the home?
13. How much do you owe on your existing loan?

14. Has your home been listed for sale in the last 6 months? If so when did it come off the market?
15. Please provide a copy of your current mortgage statement(s).
16. What is the percentage rate on your loan?
17. How much do you pay in taxes and insurance (yearly/monthly)?
18. Are you looking to get extra cash in addition to refinancing the first mortgage? (i.e. home improvement)