

Mortgage Checklist

The following checklist will facilitate your mortgage pre-qualification and approval. The checklist includes most of the information that you and any co-borrower will need to supply.

We suggest you print this worksheet, then check each box after you've gathered the required data.

<input type="checkbox"/>	Social Security Number/Date of Birth
<input type="checkbox"/>	Paycheck <ul style="list-style-type: none">• Most recent pay stubs that show year-to-date earnings for a one month timeframe.
<input type="checkbox"/>	W-2 Tax Forms <ul style="list-style-type: none">• Original copies sent to you by the Internal Revenue Service for the past two years.
<input type="checkbox"/>	Employer Information <ul style="list-style-type: none">• Names, addresses, and telephone numbers of employers for the past two years
<input type="checkbox"/>	Account Information <ul style="list-style-type: none">• Account numbers and current balances of checking, savings, and any other accounts.• All pages of account information for the past 2 months.
<input type="checkbox"/>	Current Assets <ul style="list-style-type: none">• Individual Retirement Accounts (IRAs), CDs, stocks, bonds, etc.
<input type="checkbox"/>	Personal Property <ul style="list-style-type: none">• Value of property that can include life insurance, retirement accounts, cars, etc.
<input type="checkbox"/>	Liabilities <ul style="list-style-type: none">• Auto loans, student loans, credit cards, and other installment debt --

provide name and address of each creditor and the monthly payment and total amount due.

Current and Previous Addresses

- If you own a home: the property address, current market value, mortgage lender name, account number, current monthly mortgage payment, and outstanding mortgage balance. It is best if you can provide a recent mortgage statement.
- If you're renting: Bring the property address, name and address of the landlord, current monthly rent, and previous address/landlords if you've lived in your current address for less than two years.

Agreement to Purchase

- A signed copy and any amendments, a copy of the listing form for the property, the legal description of the property, and receipts for or down payment deposits.

There may be some special situations that require you to supply additional information. These include:

- If you are self-employed or work on a commissioned basis, you should bring your federal tax forms for the past two years and a current year-to-date profit and loss statement.
- If you are separated or divorced, you should bring a copy of your divorce decree and separation agreement. Also bring documentation on alimony or child support payments you are required to make or you receive as income. Proof of this income can be the clerk of court's history of payments or canceled checks for the past year.
- If you include pension, disability, Social Security, or other public assistance as part of your income, you'll need to bring a copy of an award certificate or a check from the issuing agency.
- If you have a bankruptcy, foreclosure, or any judgments against you over the past seven years, you'll need to bring relevant information about the proceedings. Such information includes a copy of the bankruptcy discharge and schedule of both debts and assets. An attorney's letter that discusses the outcome of the proceedings should be included if there are judgments against you.