



Mortgage Application Checklist

Please include the following information with your application:

Personal and Employment Information

- If self-employed or commissioned income: 1040s and all attached schedules for previous year (corporate schedules if applicable)
- Two consecutive pay stubs for most recent earnings, including year-to-date earnings
- W-2 forms for most recent year
- If using alimony/child support income, copy of divorce decree, financial stipulation and proof of income for three consecutive months
- Social Security and pension award letters
- General authorization form

Credit and Liability Information

- Name, address and account numbers of creditors along with current balance and monthly payments of all outstanding loans (including credit cards)
- Copies of statements of any debt which you are planning to pay off
- Written credit explanation of any current or previous credit problems (if applicable)
- Information on any loans you have co-signed, or other obligations
- Divorce decree and stipulations to verify debt obligations (if applicable)
- Bankruptcy discharge and schedule of debts (if applicable)

Other Information

- If the property is a condominium, please have a set of the "condominium documents," current operating budget, minutes from last two association meetings, name and telephone number of management company and any other pertinent information
- A construction loan requires one complete set of plans (not larger than 8-1/2" x 14"), specifications, a list of building materials and builder pre-approval
- For VA or FHA/VET loans, include a copy of your military separation form DD-214 or the VA Certificate of Eligibility, if already obtained. If you are in the service, we will need a Statement of Service from your Commanding Officer and off-base housing permit year-to-date. (VA Loans require name and address of nearest living relative.)

Assets and Property Information

- One recent month's bank statement on all open checking and savings accounts; please provide all pages (Emerald Bank accounts do not need to be provided)
- Verification of any liquid assets, such as stocks, bonds, mutual funds, IRAs, 401k plans, etc., and copies of most recent statement
- Information on any other real estate being sold, such as a copy of sales agreement
- Information on property to be retained (i.e., rental property), such as taxes, insurance and/or condo fees; include proof of rental income (i.e., tax returns)

Property Being Purchased/Refinanced

- Copy of existing deed
- Real estate tax bill
- Sales contract and listing sheet (applicable to purchase transactions only)
- Copy of homeowners insurance bill (applicable to refinance transactions only)
- Name and address of existing mortgage lender (applicable to refinance transaction only)

Closing

- Certified funds to close
- Pre-paid insurance binder (covering 12 months)