

Mortgage Documentation Checklist

When you apply for a mortgage loan, you will be asked to provide the following documentation before your loan is granted:

- Proof of all income from the past 24 months (tax returns, paystubs)
- Previous two years W-2 forms
- Copy of most recent year-to-date pay stub for all applicants
- 2 months most recent statements for all deposit accounts. Includes checking, savings, CD, money market, IRAs, etc.
- 2 months most recent statements for other fiduciary assets (i.e. stocks, bonds)
- If you choose to include income from child support/alimony, copies of court records and/or cancelled checks showing last 6 months receipt of payments
- Legible sales contract signed by buyers and sellers if you are purchasing a home
- Proof of earnest money deposit (if applicable)
- Name and address of landlord(s) for the past two years (if applicable)
- Canceled checks (or other proof of payment) for rent for the last 12 months (if applicable)
- Proof of veteran status (for VA loan)
- Divorce Decree and Parenting Plan (for child support and/or alimony you are paying), if applicable.
- Proof of homeowner's insurance
- Contact information for homeowners association (if applicable)
- Keep in mind:* For a purchase, if part of the down payment comes from a gift, the donor will be asked to sign a gift letter provided by the credit union at some point in the process.

If you are self-employed or paid by commission or 1099:

- Previous two years Federal Income Tax Returns with all schedules.
- Year-to-date profit and loss statement and balance sheet.
- Corporate tax returns and all schedules.

If you have filed bankruptcy in the last seven years:

- A copy of the discharge letter, along with a handwritten, signed explanation of the reason for bankruptcy.