

Requested Documents for Your New Mortgage Plan

Please use this form as your checklist in gathering the documents listed below. Thank you!

1. **Paycheck stubs for the last 30 days**
(five if paid weekly, three if paid every two weeks, two if paid twice a month, one if paid monthly)
2. **Social security and pension award letters for the current year** (if currently receiving this type of income)
3. **Individual federal income tax returns AND all W-2 forms for the last two years**
(ALL PAGES of your 1040 personal returns with all schedules is required)
4. **Business federal income tax returns AND all K-1 schedules for the last two years**
(ALL PAGES of your partnership and/or corporation returns with all schedules is required)
5. **Monthly statements for all asset accounts for the last two months**
(ALL PAGES for all bank, investment and retirement account statements is required)
6. **Monthly mortgage statement for all open mortgages you hold**
7. **Mortgage Note for all open first and second mortgages you hold**
(this can be found in the paperwork the title company supplied you at that closing)
8. **Home Equity Agreement and Disclosure Statement for all open home equity loans you hold**
(this can be found in the paperwork the title company supplied you at that closing)
9. **Most recent real estate tax bill on all properties you currently own**
10. **Homeowners insurance declarations page on all properties you currently own**
(needs to include: policy period dates, annual premium amount and insurance agent's contact info)
11. **Homeowners association dues monthly/annual bill on all properties you currently own**
12. **Homeowners association management company contact info on all properties you currently own**
13. **Landlord's contact info for each residence you've rented over the last two years**
14. **Divorce decree and all subsequent amendments**
15. **Bankruptcy paperwork, including filing, discharge and list of creditors paperwork**
16. **Transcripts or diploma if you've recently graduated over the last three years**
17. **DD Form 214 and Certificate of Eligibility for VA loans**
18. **Sales contract on the home you are purchasing and selling**



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