

Application Checklist

- Copy of fully executed Sales Contract & all Addendum's (Purchase)
- Signed copies of last two years personal federal tax returns, including the W2's
- Current pay stubs for one month
- Last 2 months checking and savings account statements
- Copy of Homeowners Insurance
- Copy of last Mortgage Statement (Refinance)
- Copy of Driver's License & Social Security Card
- If self-employed, signed copies of last two years business tax returns and current profit & loss statement
- Social Security or pension payments, award letter or copy of most recent 2 check's
- If applicant has been previously married, please provide copy of divorce decree or separation agreement
- Name, account # and address of creditor on all open accounts (ie; charges, car loans, mortgages, installment loans)
- Name and address of employers for previous two year period (position and gross monthly income)
- If renting, name and address of landlord and present monthly rent
- Last 12 months canceled checks for current rent expense
- If paying or receiving child support or alimony (need proof from the Bureau of Support)
- Bankruptcy papers including discharge papers
- Stock owned, statements from stockbroker not over 60 days old
- Bonds owned, list of bonds owned including serial number and cash value