

Application homework list

It's a team effort to ensure a smooth closing during the mortgage process. Use this checklist to aid in organization as you gather and provide the following items, as soon as possible. You may mark-off enclosed items and return them with your documents to ensure we get your file started right away. We look forward to helping you navigate the lending process.

We **You**
Need **Enclosed**

At Application

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Driver's license |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of the purchase contract and/or sales contract (<i>when applicable</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) years of W2s |
| <input type="checkbox"/> | <input type="checkbox"/> | Personal and business (<i>if applicable</i>) filed federal tax returns for the last two (2) years; include 1099s and K1s (<i>if applicable</i>) as well as all pages and schedules, signed and dated |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) months bank statements for all checking, savings, and investment accounts; provide all pages even if they are blank |
| <input type="checkbox"/> | <input type="checkbox"/> | Explanation for any large deposits on bank statements (<i>except for occupational income</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Most recent 30 day pay-stubs/proof of income |
| <input type="checkbox"/> | <input type="checkbox"/> | Social Security award letters and pension income documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Investment account statement with all pages |
| <input type="checkbox"/> | <input type="checkbox"/> | Credit inquiry letter stating why credit was pulled and if new debt occurred |
| <input type="checkbox"/> | <input type="checkbox"/> | Brief explanation for change in employment/income (<i>if applicable</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and contact information of current landlord |
| <input type="checkbox"/> | <input type="checkbox"/> | Fees at application: FHA \$_____ Conventional \$_____ USDA \$_____ VA \$_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | DD214 VA Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy papers with discharge paperwork (<i>if applicable</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Full divorce decree (<i>if applicable</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of twelve (12) mos. receipt of child support (<i>if applicable as divorce decree alone is not enough</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Recent mortgage statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax bills showing paid property/school taxes, homeowners insurance, homeowners association dues |
| <input type="checkbox"/> | <input type="checkbox"/> | Please provide legible copies of all lease agreements for all rental properties owned (<i>if applicable</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide realtor's name and contact information |

After Application

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Once your earnest money check clears your bank account, we will need a bank statement, or printout stamped and signed from the bank, going back to the date of your last statement to show the clearing of the check and most current balance |
| <input type="checkbox"/> | <input type="checkbox"/> | Get quotes on home owners insurance along with proof of premium |



Commonfund Mortgage Corp.

Licensed Mortgage Banker, N.Y.S. Dept. of Financial Services

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