

# Pre-Approval Document Checklist



## EMPLOYMENT/INCOME

- Provide most recent, consecutive pay stubs for 1 month
- Provide all W-2's for the past two years
- Provide all pages and schedules of last two years personal Federal tax returns
- If self-employed, provide all pages and schedules of last two years business tax returns and corporate K-1's
- If self-employed, provide current Balance Sheet and P&L
- If retired, provide benefit award letter, last two years 1099's, and all pages and schedules of last two years tax returns
- If any rental income is received, provide copy of current lease agreement and mortgage statement
- If VA and active duty personnel, copy of Statement of Service Letter and Off Base Housing Authority Letter

## ASSETS

- Provide ALL pages of most recent 2 months statements for all accounts; including all checking, savings, stocks, IRA, & 401k  
\*The statements must show your name, account number and the name of the banking institution.
- If funds to close will come from a gift, complete the gift letter and the following:
  - a) from the donor - bank statements showing the funds in the donor's account and a copy of the check from the donor's account
  - b) from the borrower - a copy of the deposit slip showing the gift check deposited into your account
- If funds to close will come from sale of home, copy of HUD-1 from sale of home and deposit slip showing proceeds deposited into bank account

## CREDIT

- Copy of enlarged driver's license and social security card
- Copy of final, filed divorce decree
- Copy of bankruptcy papers, including all schedules and discharge, and credit explanation letter for reason for bankruptcy
- Letter of explanation on any late payments, collections, charge offs or derogatory credit
- Letter of explanation for all recent credit inquiries
- If VA, Certificate of Eligibility or copy of DD214

## PROPERTY

- Homeowners Insurance Agent's name, address, and phone number for the subject property
- If refinance, copy of note and mortgage statement from the current lender showing the account number
- If you're retaining your current residence, provide a mortgage statement showing taxes and insurance are included in the monthly payment
- If you're currently renting, provide your Landlord's name, phone number and address. 12 months canceled rent checks will be necessary for private landlords.
- If you live with a family member, letter stating you live rent-free