

Mortgage Application Documentation Checklist

Personal

- Driver's license
- Divorce decree (if applicable)

Employment/Income

- Federal income tax returns for the previous two years
- W-2 forms from the previous two years
- Pay stubs from the previous 30 days
- Proof of additional income, such as Social Security benefits, child support, or alimony (if applicable)
- Previous two years' and year-to-date profit and loss statements (if self-employed)
- Balance sheet for the most recent quarter (if self-employed)

Assets

- Statements for checking and savings accounts for the last two months (if outside DECU)
- Statements for retirement funds and other investments for the last two months
- If part of the down payment comes from a gift, a gift letter stating the funds do not need to be repaid

Liabilities

- Court documentation for bankruptcy or judgment (if applicable)
- Listing agreement or sales contract for current home (if applicable)
- Court Order for Child Support, Alimony, or Separate Maintenance (if applicable)

Property

- Sales contract
- Proof of earnest money deposit
- Proof of homeowners insurance (needed before closing)

Other Real Estate Owned

- Current homeowners insurance declaration page
- Property tax bill
- Current mortgage statement