

LOAN DOCUMENT

checklist

IDENTIFICATION

- ☐ Unexpired Driver's License
- ☐ Unexpired Passport
- ☐ Copy of Social Security Card

CREDIT

- ☐ Bankruptcy - Bankruptcy documents showing discharge date
- ☐ Private Lender - Most recent 12 months' bank statements showing no late payments
- ☐ Letter of explanation for any late payments and recent inquiries

WAGE EARNER INCOME

- ☐ Weekly - 4 recent pay stubs
- ☐ Biweekly - 2 recent pay stubs
- ☐ Semi-monthly - 2 recent pay stubs
- ☐ W2s - Most recent 2 years
- ☐ All paystubs cover 30 full days and reflect year to date earnings

SELF-EMPLOYMENT INCOME

- ☐ Tax Returns - Most recent 2 years (2021-2022)
- ☐ 1099 - Most recent 2 years
- ☐ Copy of business license
- ☐ Proof of ownership percentage (K1 or Corporation filings)

ASSETS

- ☐ Personal Assets - Most recent 2 months statements, all pages.
- ☐ 401K & Stocks - Most recent monthly or quarterly statement
- ☐ Gift Funds - Gift letter from donor confirming funds do not require repayment, the amount, contact number, and relationship
- ☐ Gift Funds - proof funds deposited into your account from donor's account.

HOUSING DOCUMENTS

If primary residence is financed

- ☐ Most recent mortgage statement
- ☐ Copy of most recent tax bill, homeowner's insurance policy, and HOA bill, if applicable

If primary residence is a rental

- ☐ Copy of lease agreement
- ☐ Copy of most recent 12 months' bank statements or canceled checks

Secondary or investment properties

- ☐ Most recent mortgage statements
- ☐ Copy of most recent tax bills, homeowner's insurance policy, and HOA bills if applicable for all properties
- ☐ Copy of lease agreements for rentals

LEGAL OBLIGATIONS

- ☐ Divorced - Complete copy of divorce decree
- ☐ Child Support - If separate from divorce copy of the child support agreement
- ☐ Delinquent Tax Repayment (if delinquent taxes are on title or credit report) - Copy of IRS repayment agreement

OTHER DOCUMENTS

- ☐ Debt Exclusion - Most recent 12 months statements from actual owner of debt
- ☐ Large Deposits - Explanation for deposits exceeding 50% of monthly household income provide source of deposit and explanation
- ☐ Missing Year Taxes - Audited P&L for missing year and YTD earnings.



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