

A "get ready" checklist

Agreement or contract of sale

Signed by all parties, if applicable

Employment history

- Name, address and phone number for all of your employers in the past two years, including dates of employment.
- Your social security number, if applicable
- Your co-borrower's social security number, if applicable
- If you were in the military in the past two years, a copy of form DD214.

Income information

W-2 forms for the year immediately preceding your application date and your most recent pay stub.

Bank statements for the past month (To show your source for down payment and closing costs.)

- Checking accounts
- Savings accounts
- Saving certificates

Credit Information

- Names, addresses and account numbers for all creditors (charge cards, auto loans, student loans, etc.).
- Estimated present balance and monthly payment for each creditor.
- If no current accounts, show the same information for previous accounts.

Real estate you own currently

- Copy of mortgage payment coupon for each property you own, including your current residence, if applicable.
- Mailing address (not a P.O. Box) for each mortgage holder.

Special Situations

If you're self-employed

- Profit and loss statements for the past two years
- Balance sheets for the past two years
- Personal and business tax returns for the past two years
- The information above, signed and dated by you and your accountant
- Copies of your 1040 forms with Schedule C for the past two years

If you're employed by a relative

- 1040 forms for the past two years

If you receive rental income

- 1040 forms for the past two years
- Copies of all lease agreements

If you receive social security payments, retirement pay, welfare or disability income

- Verification, such as an award letter or copy of the latest check

If you were out of work at any time during the past two years

- A statement explaining the reasons for the gap, and showing the dates.
- If you were a full-time student, a copy of your school transcript covering that period.

If you own U.S. Savings Bonds

- A list of serial numbers and the face value of each bond if you plan to list them as assets.



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