



DOCUMENTATION CHECKLIST

- Purchase Refinance

Required Docs on All Files:

- Borrower authorization – signed and dated by all borrowers.
- E Consent form – signed and dated by all borrowers.
- Copy of the driver's license – for all borrowers.
- Copy of SS card or Resident alien card – for all borrowers.
- Completed application on website. Must be complete.

HOUSING – If Renting:

- Current landlords name and phone number:

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- 12 months cancelled checks - if pays in cash 12 months bank statements showing rental funds withdrawal
If you own a private mortgage.
 - Living rent free – Hand signed and dated LOE from the current homeowner that the borrower living rent free.

HOUSING – If Borrower Owns 1 or More Properties:

- Copy of most recent mortgage statement on all properties owned.
- Private mortgage contact with 12 months checks or bank statements AND note(s).
- Taxes statements and/or hazard insurance if not included in mortgage payments.
- HOA statements if applicable.
- Rental agreements on all properties IF we are using rental income to qualify.
- 3 months bank statement showing rental income deposits.

Business Purpose Documents:

- Current Business License** – must be active/CPA letter with percentage of ownership.
- Current rental agreements/Client contracts** (signed with all pages)- if using rental income to qualify and must be current. LOE if rental agreements out of date and amounts have changed.
- 3 months bank statements** to show rental deposits (for Bank statement loans if deposited in another acct.)
- Leases and Client contracts:** All loans are rent to qualify, either long term, short term Air B & B or client contract for care. Please submit all leases or ledgers required for subject transaction.

Collateral and Credit Acceptance:

- Appraisal:** We can use any appraisal within 120 days old. If you do not have one you will need to pay for it at loan commitment.
- Credit report:** You must supply your own credit. You may order from any of the three companies. It must be a tri-merge.

Assets:

- 2 months most recent bank statements (all pages and no alterations).
Checking, saving, mutual funds, CD's etc. **For both personal and business accounts.**
- Source and paper trail unusual or large deposits and include LOE.
- Gift letter signed by all parties and document Donors Ability to gift (bank statement).
Include documentation of transfer of funds.

Credit:

- Copy of BK papers, include all schedules (if applicable).
- Current Statements for all creditors being paid off through the loan.
- Short sale Proof of sale (if needed as proof of seasoning).
- Foreclosure or forbearance documentation (if needed as proof of seasoning).