MAKING *Dreams* COME TRUE
Grow WEST

MORTGAGE APPLICATION CHECKLIST

It can be difficult to know what you need when applying. We have created this checklist to help you out.

☐ PERSONAL

- Driver's License
- Social Security Card
- Divorce Decree *(if applicable)*
- Proof of Veteran Status *(for VA loans)*

☐ PAY STUBS *(Most recent 30 days)*

If you get paid:	You need:
• Every Week	Your last five pay stubs
• Every Two Weeks	Your last three pay stubs
• Monthly	Your last pay stub

☐ TAX INFORMATION

- Federal income tax returns for the previous two years
- W-2 forms for the previous two years
- A completed and signed Form 4506-T or 4506-EZ *(Your mortgage officer can provide you with this form.)*

☐ INCOME INFORMATION

- 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 three months
  - Be sure to copy all pages of your statements *(front & back)*
  - Don't forget to include all of your accounts *(checking, savings, and investments)*
  - You will need to provide a detailed letter to explain any large deposits or withdrawals
- Statements for retirement funds and other investments for the last three months
- Titles for automobiles and other property
- If part of the down payment comes from a gift, a gift letter stating that the funds do not need to be repaid

☐ LIABILITIES

- Most recent statements for credit cards, loans, and other credit
- Canceled checks *(or other proof of payment)* for rent or mortgage for the last 12 months
- Court documentation for bankruptcy or judgment *(if applicable)*
- Listing agreement or sales contract for current home *(if applicable)*

☐ PROPERTY

- Sales contract
- Proof of earnest money deposit
- Proof of homeowners insurance *(needed before closing)*
- Contact information for homeowners association *(if applicable)*

Dakota West CREDIT UNION