

# Interview Checklist

The following documentation will be needed to complete your mortgage loan request. As you gather this information, place a check mark beside the items collected. By returning copies of the requested documentation and forms along with your application, you can save valuable time in the processing of your loan request. Please be advised that additional documentation may be required for each member's unique situation. If you have questions or are just not sure about the required documentation to submit along with the loan application, please call your lending representative.

## Items needed for a refinance:

- Last two years W2's from each member applying.
- Last 30 days pay stubs with year-to-date earnings from each member applying.
- Last two months statements on all checking and savings accounts listed on the loan application.
- Last quarter statements on all stocks, bonds, mutual funds, and retirement accounts listed on the loan application.
- Declaration page for proof of homeowners insurance.
- Copy of the Deed or legal description on the property being refinanced.
- Copy of the Social Security card from each member applying.
- Copy of the Drivers License or State Issued ID card from member applying.
- If refinancing a Condo, provide the president of the association's name, address and phone number and provide a copy of the certificate of liability insurance, also known as the "blanket policy".
- Proof of the property tax amount on the subject property.

## Items needed for a purchase:

- Last two years W2's from each member applying.
- Last 30 days pay stubs with year-to-date earnings from each member applying.
- Last two months statements on all checking and savings accounts listed on the loan application.
- Last quarter statements on all stocks, bonds, mutual funds, and retirement accounts listed on the loan application.
- Copy of the signed sales contract; (include any addendums, if applicable).
- Copy of the canceled earnest money check.
- Copy of the Social Security card from each member applying.
- Copy of the Drivers License or State issued ID card from member applying.
- Proof of the property tax amount on the subject property.
- If purchasing a Condo, provide the president of the association's name, address and phone number and provide a copy of the certificate of liability insurance, also known as the "blanket policy".

**Note:** *If you are receiving a gift of funds for the closing cost or down payment, then please contact your lending representative for requirements.*

## Other documents you'll need if.....

### You Own Real Estate

- Provide the address of the property, type of property, amount of mortgage & liens and the estimated value of each.
- Evidence of the homeowners' Insurance policy premium for each property. & Evidence of the annual property taxes for each property.

### If the real estate you own is.....

- Currently Rented – a copy of the current lease or rental agreement for each unit.
- Listed For Sale – a copy of the listing agreement.
- Sold, But Not Closed – a copy of the sales contract.
- Sold, Closed and the Proceeds from the sale will be used for the down payment – provide a copy of the Settlement Statement.

### You Are Divorced or Separated

- Provide a copy of the recorded divorce decree or separation agreement.
- If you receive alimony, child support or separate maintenance. Provide documentation verifying this has been received for the past 12-months. Acceptable verification includes court records, canceled checks, and monthly account statements, if they indicate regular deposits consistent with the amount listed in the judgment. For this to be used as income a 3-year continuance must be established from the date of the application.

### You Are Self-Employed or Commission Based

- Last two-years federal tax returns with original signatures and dates and all schedules.

### You Are Receiving Other Income

- Part-Time Income.
  - This income can be used if it can be verified as having been uninterrupted for the past two years and the position is your primary job.
  - If the position is a second job, a minimum two-year history must be verified.
  - Seasonal part time income can be considered as uninterrupted if you have worked in the same job "in season" for the past two years.
- Retirement Income
  - Provide award letters from the organization providing the income, tax returns or IRS W-2 forms.
- Social Security Income.
  - Provide a copy of the Social Security Administration's award letter or copies of the last 2 months deposit statement confirming the receipt of the income. Benefits that have defined expiration dates must have a remaining term of at least three years to be considered. As this income may be non-taxable.