

AFFILIATED MORTGAGE COMPANY

Mortgage Application Documentation Checklist

Personal

- Driver's License
- Social Security Card
- Credit card authorization form for appraisal ordering
- Divorce Decree (if applicable)

Employment/Income

- Federal income tax returns for the previous two years
- W-2 forms for the previous two years
- Pay stubs for the previous 30 days with year-to-date earnings
- Proof of additional income, such as Social Security benefits, child support or alimony
- Previous two years' and year-to-date profit and loss statement (if self-employed)
- Balance sheet for the most recent quarter (if self-employed)

Assets

- Statements for checking and savings accounts for the past 2 months
- Statements for retirement funds and other investments for the past 2 months
- If part of the down payment comes from a gift, a gift letter is required
- Source any large deposits (for FNMA >50% of gross monthly income or FHA >2% of sales price)

Liabilities

- Court documentation for bankruptcy or short sale (if applicable)
- Listing agreement or sales contract for current home (if applicable)
- 12 months cancelled checks if debt paid by another party (if applicable)
- Copy of mortgage statement for all properties owned (if applicable)

Property

- Sales Contract and all addendums
- Proof of earnest money deposit
- Proof of homeowner's insurance (needed before closing)
- Contact information for homeowner's association (if applicable)
- Copy of mortgage statement (for refinances)