

EXPLANATIONS FOR REQUEST LIST

This form is to give further explanation of the documentation requested to process your loan. If you need further explanation, please do not hesitate to contact our office.

INCOME MATERIALS

Pay Stubs. One complete month. Commissions, bonuses and overtime needed to qualify will be verified through your employer using a 24 month average.

W-2's. Include all W-2 forms for the last year for all jobs. Self-employed borrowers include all 1099 forms for the last two years.

Federal Tax Returns. One year, (two years if self-employed.) Include all pages of the return. Re-sign the second page with blue ink. Self-employed borrowers must include all corporate returns, 1120's and K-1's. Also prepare a year-to-date profit and loss statement.

ASSET MATERIALS

Bank Statements. Please submit your latest statements for all accounts, include all pages of statement. For accounts which you receive either quarterly or yearly statements please provide the latest statement and address verification. For passbook accounts please photocopy the entire book including the outside and inside.

Escrow Letter. Once all escrow money has been given to either your Realtor or attorney, have them draft a letter stating the amount held in escrow. Once you receive the canceled checks make a copy of the front and back and fax it to your processor.

MISCELLANEOUS ITEMS

Lease agreements. Current lease agreements for any properties owned and rented.

Regulatory Documents. The package includes necessary documents to complete the application.

Contract of Sale. Fully executed. Including all addendum's and riders. Please submit a contract of sale for any properties being sold prior to or soon after the purchase of the subject property. **Please include the name and phone number of your realtor.**

Deed. Photocopy all pages of your deed.

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