



YOUR MORTGAGE CHECKLIST

ALL MORTGAGE APPLICATIONS

- Copy of pay stubs covering the last 30 days, for all applicants (i.e., if paid twice per month, we need 2 pay stubs)
- Copy of W-2 form for the last 2 years, covering all jobs for each applicant
- Copy of bank statements for the past 2 months, including all pages
- Copy of most recent 401K, IRA and Investment Accounts, including all pages
- Name, Address and Phone Number of Landlord if renting (need 2 yr. history)
- Copy of Valid State Drivers Lic. (Photo ID)
- Check for \$275.00 payable to New Town Mortgage for the Appraisal

If you are SELF-EMPLOYED or have COMMISSION or BONUS INCOME

- Copies of last 2 years personal and business Federal tax return ("sign in Blue Ink")
- Year-To-Date P&L statement and Balance Sheet, signed and dated (self-employed)

If you have been Divorced or are Separated

- Complete signed copy of all divorce decrees or separation agreements, including any stipulations or modifications
- Proof of receipt of child support payments for the last 12 months only if you intend to use income to qualify for your mortgage loan (i.e., printout from courts)

If you have Declared Bankruptcy in the last 7 Years

- Copy of Petition/Decree, Schedule of Creditors and copy of Discharge Papers
- Please write a detailed letter of explanation on why you filed for bankruptcy

Miscellaneous Items

- If selling your present home, provide a copy of your signed HUD-1 Settlement Statement showing the amount of proceeds
- If you have rental property, we need a copy of your current lease and copies of your last 2 years signed Federal Tax Returns ("sign in Blue Ink")
- If you have graduated from high school, trade school or college during the last 2 years, please provide a copy of your diploma
- If during the past 2 years you have a employment gap of 30 days or more, write a letter explaining the reason for the gap.
- If you are receiving a "GIFT" for your down payment, do not deposit funds until you talk to your loan processor

If applying for a VA LOAN

- Original VA Certificate of Eligibility
- Form DD-214 or, for in-service veterans, Statement of Service
- Most recent Leave and Earning Statement (in-service veterans only)

YOU MAY FAX ITEMS TO 636-916-2069

