

# What You Need to Have Ready for Your Mortgage Application

*To ensure a smooth mortgage application process, it is essential to provide all the necessary documentation. Below is a detailed list of the required documents, tailored to different types of mortgage applications.*

## **Required Documents for All Applicants:**

1. Federal tax returns (1040s) for the last two years.
2. Copy of a valid driver's license.
3. Signed purchase contract, if applicable (for purchase transactions), signed by all buyers and sellers.
4. Pay stubs covering the most recent 30 days for all applicants.
5. W-2 forms from the last two years for each applicant.
6. Bank statements for the past two months for all checking and savings accounts, including all pages. Continue to save bank statements until your loan closes.
7. Landlord's contact information (name, address, and phone number) for the last 12 months, if applicable.
8. 401(k) and IRA statements, if applicable.
9. Investment account statements for the last three months, such as mutual funds.
10. Credit or debit card to cover the cost of the appraisal and credit report.

## **Additional Documentation for Refinancing:**

1. Copy of your property deed.
2. Current property survey.
3. Most recent mortgage statement.
4. Proof of homeowners insurance.

## **Additional Documentation for FHA Loan Applicants:**

If you are applying for an FHA mortgage, you will be required to provide the terms and conditions of your 401(k) or retirement plan, detailing the terms under which you can withdraw funds if needed.

## **Additional Documentation for VA Loan Applicants:**

1. Form DD-214 (for veterans) or Statement of Service (for active-duty service members).
2. Most recent Leave and Earnings Statement (for active-duty service members).

## **Additional Documentation for Self-Employed or Commission-Based Applicants:**

1. Copies of personal and business federal income tax returns for the last two years, including all schedules and signed in blue ink.

**Additional Documentation for Divorced or Separated Applicants:**

1. Complete, signed divorce decrees or separation agreements.
2. Proof of child support payments for the past 12 months, including evidence that the payments will continue for at least three years (only if you intend to use this income to qualify for the mortgage, or if you are required to pay child support).

**Additional Documentation for Applicants with a Bankruptcy History (within the last seven years):**

1. Copy of the bankruptcy petition, discharge decree, and a full list of creditors.
2. A letter of explanation detailing the reasons for filing for bankruptcy.

**Miscellaneous Documents (if applicable):**

1. If you graduated from high school or college in the last two years, provide a copy of your diploma or degree.
2. If you experienced a gap in employment of 30 days or more in the past two years, include a letter explaining the gap.
3. If you have sold your current home, provide a copy of the signed HUD I Settlement Statement showing the proceeds. If the sale is pending, include a copy of the purchase contract for your current home.
4. For rental property owners, provide a copy of your current lease or signed federal income tax returns (Schedule E).
5. If you are receiving a financial gift for part of your down payment, include a signed gift affidavit from the donor, evidence of the transfer from the donor's account, and receipt by the borrower.
6. If you are being relocated by your employer, provide a copy of your company's relocation policy.

**Bank Statement Requirements:**

1. All large deposits must be documented.
2. Complete bank statements are required. Partial or incomplete statements will not be accepted.
3. Internet copies of bank statements are not acceptable unless the printout includes both your name and account number, and it closely resembles an actual bank statement.
4. Bank statements must be consecutive and should show a clear record of funds available for closing.
5. If you request bank statements from your bank, ensure the statements include your name and account number, and the bank teller must sign and stamp each page.
6. For 401(k) statements, all pages of the most recent quarterly statement are required. Internet copies are not acceptable.

*By preparing these documents in advance, you can expedite the mortgage process and avoid potential delays. Having everything organized and ready ensures a more efficient and stress-free experience for both you and your lender.*