

## Common Documents Needed for Mortgage Loans

### Salaried/ Wage Earner Employees

- Most recent Paystubs from within the last 30 days
- Last 2 years W2, 1099s, 1040 Tax returns
- 2 Months of most current Complete bank statements (all pages) on all accounts.
- 2 Valid forms of ID Copy(Driver's License, Social Security Card, Passport, Voter's registration Card)
  
- Most recent Mortgage statement(s) (if refinance or own more than 1 property)
  
- Quarterly statement for 401 K, IRA, Money Markets Mutual Funds, Stock Brokerage accounts, etc.
  
- Previous Settlement Statement (if refinance)
  
- Note – if refinance to show Net Tangible Benefit(May say Adjustable Rate Note all pages in closing paperwork from Purchase)
  
- Letter of Explanation for any past derogatory credit items

TX, FL, NM also may require previous survey

### Self Employed / 1099 Borrowers or receive more than 25% of income from Commissions

- Last 2 years of Tax returns all schedules (if you have 1099s and w2s those as well)
- Home Owner's Insurance Declarations Page
- Recent Mortgage Statement(s) – if refinance
- Doing Business As or other business license that is current and shows 2 years in business
- Proof of assets in the form of 2 months bank statements, Quarterly statement on 401K, IRA, other accounts
- Copy of Settlement statement and Note from closing of last mortgage - If refinance
- Canceled checks for 12 months on any debts paid by the business on credit

- 2 valid form of ID (Driver's License, Social security card, passport, voter's registration card, etc.)
- Letter of Explanation for any past derogatory credit  
TX, FL, NM also may require previous survey if not available a new survey may be required

### **Retired / Fixed Income Borrowers**

- 2 most recent bank statements all pages showing deposit of retirement / SSI income
- Last 2 years of 1040 Tax Returns AND 1099 forms for Retirement and Award Letters for SSI or year-end statement from Social Security Administration
- 2 Valid forms of ID Copy(Driver's License, Social Security Card, Passport, Voter's registration Card)
- Most recent Mortgage statement – If Refinance
- Quarterly statement for 401 K, IRA, Money Markets Mutual Funds, Stock Brokerage accounts, etc.
- Settlement Statement from purchase or last refinance of home
- Note(May say Adjustable Rate Note all pages in closing paperwork from Purchase)
- Letter of Explanation for past derogatory credit
- Letter of Explanation for credit inquiries within the last 90 days

TX, FL, NM also may require previous survey

**\*\*\*\*ALL PROGRAMS ARE SUBJECT TO UNDERWRITING TERMS AND CONDITIONS WHICH CAN MEAN MORE PAPAERWORK THAN LISTED HERE. THIS IS JUST A GENERAL LIST PROVIDED FOR YOUR CONVENIENCE.\*\*\*\***