

# CUSTOMER CHECKLIST



## THE BASICS

- Copy of driver's license
- Purchase agreement and/or contract with addendums
- Plans and specifications (new construction only)
- Copy of Social Security card
- Other — \_\_\_\_\_

## YOUR ASSETS

- Previous 2 months' bank statements — complete statements for each account (all pages)
- Most recent statement for stocks and bonds, mutual funds, 401(k), IRA account, etc. (all pages)
- Copy of cleared earnest money check (both sides)
- Copy of contract and/or settlement statement on current home
- Most recent mortgage statement or payment coupon for all mortgages
- Other — \_\_\_\_\_

## EMPLOYMENT

- Paystubs from the most recent 30 days
- Tax returns from the most recent 2 years
- W2 forms from the most recent 2 years (K1s if applicable)
- School transcripts (if employed less than 2 years from graduation)

### IF SELF-EMPLOYED:

- Current YTD P&L and balance sheet
- Partnership/Sub S/Corporate tax returns for the last two years (for over 25% ownership)

### OTHER INCOME:

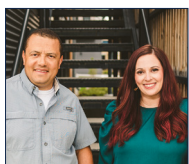
- Social Security — statement of benefits
- If you'd like child support or alimony to be considered, please provide 6 months of canceled checks or proof of deposits
- Other — \_\_\_\_\_

## INSURANCE

- Company, name, and phone number of hazard insurance agent (If you would like a referral, please let me know):  
\_\_\_\_\_  
\_\_\_\_\_
- Homeowners Association representative and phone number:  
\_\_\_\_\_

## IF APPLICABLE

- Bankruptcy schedules — Petition, discharge, and letter of explanation for the bankruptcy
- Divorce papers — Decree, property settlement agreement, and separation agreement
- Copies of signed leases for investment properties



### SHANNON FOLEY

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By furnishing any and/or all of the documentation, an applicant is in no way obligated to accept the terms and conditions of the mortgage offered, nor does the borrower have to provide these documents to receive a Loan Estimate. You may be asked for additional documents. Not a commitment to lend. Borrower must meet qualification criteria.