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*Passionately Local Banking*

# Mortgage Purchase Checklist



Income	Borrower	Co-Borrower(s)
Last 30 days of paystubs	<input type="checkbox"/>	<input type="checkbox"/>
Last 2 years W2's or 1099's	<input type="checkbox"/>	<input type="checkbox"/>
Last 2 years signed tax returns <i>(all pages)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self Employed Borrowers</b> – Last 2 years business tax returns <i>(all schedules)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>When applicable</b> – Verification of child support and/or alimony income <i>(if listed as income)</i> *Child Support order and/or divorce decree	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assets</b>		
Last 2 months bank statements	<input type="checkbox"/>	<input type="checkbox"/>
Last 2 months 401k retirement statements <i>(if quarterly, need last 2 quarters)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Residence Information <i>(when applicable)</i></b>		
Current Mortgage statement <i>(1<sup>st</sup> &amp; 2<sup>nd</sup>, if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Current Homeowners insurance policy <i>(all pages)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Current real estate tax bill <i>(if real estate taxes are not paid by mortgage company)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Identification</b>		
Unexpired driver's license or state issued photo ID	<input type="checkbox"/>	<input type="checkbox"/>
<b>Divorce/Separation <i>(if applicable)</i></b>		
Copy of separation agreement, divorce decree, or property settlement agreement	<input type="checkbox"/>	<input type="checkbox"/>
<b>Purchase Property</b>		
Copy of full ratified purchase contract <i>(signed by all parties)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Contact information of attorney's office or title company <i>(name, phone, and email)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Contact information of homeowner's insurance agent for property being purchased <i>(name, phone, email/fax)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Down Payment</b>		
Copy of cleared earnest money deposit check	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement showing proof of cleared earnest money deposit check	<input type="checkbox"/>	<input type="checkbox"/>
*Down payments from real estate sale must provide ratified contract & closing disclosure	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gift Funds</b>		
Signed gift letter <i>(mortgage consultant will provide to you)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement from donor showing availability and transfer of funds	<input type="checkbox"/>	<input type="checkbox"/>
Verification of received gift funds <i>(mortgage consultant will explain needed documentation)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other/Miscellaneous</b>		