

LOAN APPLICATION CHECKLIST

The following information is typically needed when applying for a mortgage.

Purchase contract and property information

- Copy of the sales contract
- Mailing address and property description
- Contact information for access to the property
- Plans and specifications (new construction only)

Personal information

- Social Security number
- Age
- Years of schooling
- Marital status
- Number and ages of dependents
- Current address and telephone numbers
- Addresses for the past seven years
- Current housing expenses (rent, mortgage, insurance, taxes)
- Name and address of landlord or mortgage holder for past two years

Employment history and income

- Two years of employment history, with complete details of each job
- Recent pay stubs and two years of W-2 forms
- Complete tax returns and financial statements if self-employed
- Written explanation of employment gaps
- Records of dividends and interest received
- Proof of other income

Assets

- Complete information on all bank and money market accounts
- Two months of bank statements
- Current values of stocks, bonds, mutual funds and other investments
- Vested interest in retirement funds
- Value of life insurance
- Information on vehicles you own
- Information on real estate you own
- Value of significant personal property you own

Liabilities and debts

- Itemized list of all current debts (loans, credit cards and other bills)
- Written explanation of past credit problems
- Full details of bankruptcy during the last seven years

Fees

- Credit report and appraisal fees (usually \$500 or less)