

PREPARE FOR YOUR LENDER

SPECIALIZING IN LUXURY HOMES, CONDOMINIUMS, AND SENIOR REAL ESTATE SERVICES

PERSONAL INFORMATION

Full names of all purchasers as they are to appear on title

Social security numbers of all purchasers.

Previous address for all purchasers going back two years if they have not resided in the present home for two years.

Home, office and cell phone numbers

EMPLOYMENT INFORMATION

Present Employer: Name, address and contact person to send employment verification form.

Explanation for any gap during 2 year history.

Relocation letter for any transferees—giving date, salary, new location, and any relocation benefits.

Previous employer: Name, address, and contact person, going back 2 years if not in present job 2 full years.

Present Salary: Year to date pay stub and last 2 years' W-2's.

If any variable income, commission, part-time income, bonus, overtime, interest income, etc. is being used to qualify: 2 years signed federal tax returns and W-2's and/or 1099's.

If self-employed: 2 years signed federal individual and corporate returns (if applicable). Also a profit and loss statement and balance sheet.

Diploma or transcript if student during 2 year period.

OTHER INCOME

Rental income: Copy of lease which is current and at least one year in length

Alimony and Child Support (only if used for qualification): Copy of divorce decree and property settlement (ratified) setting out terms. Proof of payment will also be requested at application.

Income from Notes Held: A copy of the ratified note.

Retirement, Social Security and Disability Income: Copy of award letter and last check showing amount of present payment. Copy of end of year statement if applicable.

ASSETS

Bank Accounts: Name of bank(s), address, account numbers, types of accounts, and present balances.

Copy of two most recent statements of all accounts.

Stocks and Bonds: Copy of certified or copy of recent (within 30 days) broker statement listing the holdings.

Life insurance: Cash value, only if being used for down payment.

Vehicles: Year, make and value. Copy of title if under 4 years old with no outstanding lien.

Real Estate: Address and market value. If free and clear, deed of release, deed or mortgage payoff.

Present Home: Copy of sales contract, settlement sheet and/or lease.

Gift Letter: Form will be provided by financial representative. Donor capacity must be verified. Receipt of funds must be shown in account.

LIABILITIES

Credit Cards: Account numbers and outstanding balances.

Loan (Auto, Mortgage, Personal, Student, etc...) Name of institution, address, account numbers, outstanding balances, monthly payments, months left on loan. Copy of next payment coupon. 12 months statement or canceled check for present mortgage.

Alimony and Child Support: Copy of Ratified Decree and property settlement setting out terms.

VA LOANS

Certificate of Eligibility: To obtain certificate, you will need a DD-214 (Separation of Service) or if in the service, you will need a Statement of Service signed by Commanding Officer or Personal Officer (certificate must be updated prior to application).

If in service, you will need Authorization to Live Off Base (DD-171– from Housing Office.)