

## Materials You Will Need to Apply

Applying for a loan? You may be asked to provide some or all of the below items during the loan application process. If you apply online, over the phone, or in person, a loan officer will ask you to fax, mail, or leave copies of these documents.

### Income verification

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- Pay stubs for the last 30 days.
- W-2 forms for the last two years.
- Child support/alimony - friend of the court printout or 12 months cancelled checks.\*
- Awards letter for Social Security and 1099 for disability income.
- When income is derived from rental income, commission, interest, or sources of income other than salary, tax returns may be required.

### Sources of funds/down payment

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- Original bank statements for the last three months, including savings, checking, and investment accounts.
- Stocks and securities account statements for the last three months.
- HUD settlement statement if using funds from the sale of property.
- Sale of asset – proof of ownership, proof of sale, and proof of funds transfer.
- For gift funds – a gift letter, evidence of transfer, and sometimes evidence of withdrawal.

### If you are self-employed

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- Signed, completed tax returns for the past two years, including personal, partnership, and corporate, if applicable, and all schedules.
- Year-to-date business profit and loss statement for current year, if more than three months have passed since the end of the tax year.
- Current balance sheet.

### Payment history

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- Cancelled rent or mortgage payment checks for the past 12 months, if not available on credit report.
- Copy of land contract, if possible.
- Child support/alimony.
- Bankruptcy/Consumer Credit, if received.

### Additional information, if applicable

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- Purchase agreement, including legal property descriptions and any addendum.
- Divorce decree.
- Explanation of discrepancies on credit.

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\*Child support or alimony income can be used if you received it for the past 12 months and it will continue for at least three years into the loan period. However, alimony, child support, or separate maintenance income need not be included if it is not to be considered as income available to repay the loan.