

# Mortgage Loan Checklist

## INCOME

- Most recent 30 days paystubs or LES
- Last 2 years or most recent 2 years W-2's,
- Last 2 years or most recent 2 years 1099's
- Current income award letter
- Last 2 years or most recent 2 years personal income tax returns (all pages and schedules)
- If self-employed, last 2 years or most recent 2 years business tax returns (all pages and schedules)
- Last 2 years or most recent 2 years K-1's (if applicable)
- For VA loans: DD-214 or Statement of Service
- \_\_\_\_\_

## ASSETS

- Last 2 months bank statements (all pages) - i.e. checking, savings, money market accounts
- Most recent quarterly retirement account statement - i.e. 401K, TSP
- Signed gift letter (if down payment is coming from a gift)
- Copy of earnest money deposit check
- Large deposits - signed letter of explanation and documentation supporting source of deposit
- \_\_\_\_\_

## ADDITIONAL INFORMATION

- Copy of fully ratified sales contract - all pages and addendums
- Copies of most recent mortgage billing statements on all real estate owned
- If properties are owned free and clear, copies of most recent real estate tax bill and homeowner's insurance declarations page
- Copy of divorce decree and/or separation agreement
- Copy of driver's license and/or state-issued ID
- \_\_\_\_\_

## CONTACT INFO NEEDED

Real estate agent: \_\_\_\_\_

Homeowner's insurance agent: \_\_\_\_\_

Landlord: \_\_\_\_\_

Title Company: \_\_\_\_\_

### Karla W. Davis

Mortgage Loan Officer  
New Town Branch



1st Advantage  
Federal Credit Union

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