

Documents Required to Process Your Loan

(please email in a password protected PDF or provide copies)

1. W2's 2013 and 2012
2. Current paystubs (covering a 1 mth period) and your next paystub.
3. Tax returns for 2012 and 2013. (please sign in signature area) All pages federal only. And any applicable schedules (i.e. K-1's). If you own more than 25% of a business we'll need the business return.
4. If Self-employed need proof for self- employment for prior 2 years. CPA letter and certificate of good standing of business from Colorado
5. Assets: Retirement statement 2 month period and all pages (i.e. 1/3, 2/3, 3/3)
6. Liquid Assets enough to cover 3 months of mortgage payment. For example: Bank Statements. Most recent 2 month period and all pages (i.e. 1/3, 2/3, 3/3)

Note: We need to explain and document any deposits, not identified from employment, approximately 10% of your gross monthly income.
7. Gift: 1. Donors bank statement to document source of gift 2. Copy of Donors check 3. Deposit receipt to your bank account 4. 30 day Bank print out of new balance in your account.
8. Earnest money: Copy of check and bank statement or bank print out showing check clearing.
9. Hazard insurance policy information declaration page and name and number of agent. If you are buying call and arrange insurance with agent at least 2 weeks before closing
10. Mortgage Statements (1st and 2nd) and on any rental properties
11. HOA information.
12. Copy of Drivers license
13. Credit card for appraisal fee once we are ready to order appraisal

**Please send documents in password protected PDF's – i.e. PW last 4 digits of SS#

Other things to consider:

14. Tax transcripts will be requested from the IRS for the last 2 years. Please let us know if addresses used on tax returns are different than your current address.
15. If you are buying funds to close must be transferred into a liquid account (i.e. checking, savings.....)
16. If funds for closing coming from a business account please notify me. CPA will need to write a letter that use of these funds will not negatively effect business.
17. If you are paying child support or alimony we'll need divorce paperwork
18. If you have or are disputing any debts on your credit report please notify me.
19. Any debts personally liable for that are not on credit report need to be disclosed.
20. Any properties owned free and clear need to be disclosed.
21. If you have any self-employment or K-1 income on your tax return notify me.
22. If you have unreimbursed employee expenses please notify me.
23. Please do not make any large purchases or take out new credit during the process.
24. We will also need to explain any credit inquiries on your credit report.
25. Please be available between now and the estimated closing date to sign or obtain any further documentation that maybe needed. Try to avoid long vacation time during this period. If you are let me know and be available.