

The Kate Wilson Team

Loan Application Checklist



Please make the following items available for us to conduct a **pre-qualification interview** with you over the phone. You can drop these off at our office, scan and e-mail them to us, or fax these documents to us in advance of your appointment.

Your most recent **30 days of pay stubs for all borrowers who will be on the loan**
Your last **2 years of W-2's and** dates of employment and contact numbers for those employers; **3 years for 1st time buyers applying for specialty grants or loans.**
The most recent **statements from any bank accounts which contain money you will be using for down payment or closing costs.** Be sure to send all pages for each statement (ie: checking, savings, money market, 401K or other retirement)
Mortgage Holder's name, address and phone number as well as account number.
Complete the Authorization to do a credit report.

Once we have had a chance to pre-qualify you over the phone, we will discuss with you **additional items that we may need for final loan approval.** These might be, but are not limited to:

The most recent 2 years of federal tax returns, with all pages and schedules
If you have had a divorce or are receiving or required to pay alimony or child support, we will request **copies of your divorce decree or other court order.**

If you are receiving child support that is not direct deposited to your account, please keep your check stubs to show receipt of the funds.

If you have had a **bankruptcy or foreclosure in the previous 7 years,** we will need complete **copies of the court documents related to the proceedings.** This helps us straighten out credit reporting errors and is also an underwriting requirement.

If you have any **gaps in your employment of 60 days or more,** please provide a **letter explaining the reason for the gaps.**

If you have **derogatory credit items (paid or unpaid),** please provide a short **explanation explaining those items. If you know these are paid off, provide us with any written documentation for proof of payment.**

If you have **credit inquiries** listed on your credit report, please provide a short **explanation as to the nature of the inquiry and whether you received new credit as a result.**

Provide us with the names, addresses, and phone numbers of the people you are working with so that we can keep the lines of communication open for all; a simple business card is helpful. This will include your Realtor, Insurance Agent, and perhaps financial planner or CPA.

The Kate Wilson Team