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Common Mortgage Documents



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Document Checklist

Please refer to the Document Requirements section for important details.

About You

- Borrower's Authorization
- Government-issued photo ID
- Checking account information, if you will be receiving cash out
- Trust agreement or Trust Cert, if your property is held in a trust
- Military Power of Attorney (POA), if you are an attorney-in-fact acting on behalf of an active military person

About Your Income

- Form 4506-C Request for Transcript of Tax Return

EMPLOYED

- Most recent paystub(s) with year-to-date earnings covering at least two weeks of employment
- Two most recent years' W-2 forms

SELF-EMPLOYED: SOLE PROPRIETOR

- Two most recent years' personal tax returns with all schedules
- Year-to-date Profit & Loss Statement

SELF-EMPLOYED: PARTNERSHIP

- Two most recent years' personal tax returns with all schedules
- Two most recent years' business tax returns with all schedules*
- K-1s showing ownership
- Year-to-date Profit & Loss Statement
- Balance Sheet*

SELF-EMPLOYED: S-CORPORATION

- Two most recent years' personal tax returns with all schedules
- Two most recent years' business tax returns with all schedules*
- K-1s showing ownership
- Year-to-date Profit & Loss Statement
- Balance Sheet*
- Two most recent years' W-2 forms, if applicable
- Most recent paystub(s) with year-to-date earnings covering at least two weeks of employment, if applicable

SELF-EMPLOYED: C-CORPORATION

- Two most recent years' personal tax returns with all schedules
- Two most recent years' business tax returns with all schedules*
- Year-to-date Profit & Loss Statement
- Balance Sheet*
- Two most recent years' W-2 forms, if applicable
- Most recent paystub(s) with year-to-date earnings covering at least two weeks of employment, if applicable

*Required only if your ownership interest is 25% or more

About Your Home

- Current mortgage billing statement
- Homeowner's insurance declarations page(s)
- Flood insurance declarations page(s), if your property is in a flood zone
- Homeowner's association statement or other similar documentation, if you pay homeowner's association dues
- Property tax bill or statement, if not escrowed

Please note: we will require the documents listed above for any property you own.

About Your Income – Other Sources

ALIMONY, CHILD SUPPORT, OR SEPARATE MAINTENANCE

Please note: you don't need to tell us about alimony, child support, or separate maintenance income unless you want us to consider it as a basis for repaying this loan.

- Divorce decree, legal separation agreement, court order, or voluntary payment agreement to confirm income will continue for three years
- Proof of receipt for most recent twelve months

ASSET RESERVE REQUIREMENT

Please note: this requirement applies to you if you have non-1099 self-employment income or a credit score under 660.

- Most recent two months of statements for any checking, savings, money market accounts, and certificates of deposit (CDs) held in your name

PENSION OR DISABILITY

- Most recent pension or disability award letter (OR original award letter and most recent year's 1099) to confirm income will continue for three years

RENTAL

- Lease or rental agreement
- Two most recent years' personal tax returns with all schedules

RETIREMENT ACCOUNT

- Most recent retirement statement to confirm income will continue for three years
- Two most recent years' personal tax returns with all schedules

SOCIAL SECURITY

- Current year's Social Security award Letter
- Most recent year's personal tax returns with all schedules

TRUST

- Trust agreement or other trustee statement to confirm income will be received for at least 3 years
- Two most recent years' personal tax returns with all schedules

Document Requirements

We will only request the documents that relate to your unique financial situation. As you gather the paperwork your loan team requests from you, please review the information in this section to ensure the documents you send us have the detail we require.

Please note: “Your name” and “your” refer to borrower and co-borrower, if applicable.

About You

Document Type:	Why We Need It:	Where You Can Get It:	Document Must Have:
Borrower’s Authorization	To obtain your authorization to proceed with the application and verify information such as your employment history, income, and credit history.	The lender will send it to you	<ul style="list-style-type: none"> Your name Your loan application number Your signature Date signed
Government-Issued Photo ID <i>Note: By law, we are not allowed to retain copies of military IDs.</i>	To protect your identity. It is required for all borrowers and non-borrowing spouses (in spousal-sign and community property states).	Your local Department of Motor Vehicles.	<ul style="list-style-type: none"> Your name Expiration date (cannot be expired) Date of birth Address
Checking Account Information <i>Note: You can enter your bank details directly on your secure online account, complete our ACH form, or provide a voided check.</i>	To send your loan proceeds to your personal checking account or sole proprietor (as per tax returns) business checking account.	Your bank.	<ul style="list-style-type: none"> Your name Bank name Bank address Routing number Account number
Trust Agreement or Trust Cert	To confirm that the trust is revocable and that you, as trustee, have the power to mortgage trust assets.	The executor of the trust.	<ul style="list-style-type: none"> Your name listed as trustee Vested name must match name on property report Indication the trust is revocable Indication the trustee has the power to mortgage trust assets List of beneficiaries (Trust Agreement only)
Military Power of Attorney (POA)	To ensure that your attorney-in-fact can mortgage the property. Required if you are a military person on active duty and an attorney-in-fact will be acting on your behalf.	Your attorney or the county where it was filed, if applicable.	<ul style="list-style-type: none"> Your name Attorney-in-fact name Notarized signature Effective date Termination date (cannot be expired) Indication the attorney-in-fact can mortgage the property

About Your Home

Document Type:	Why We Need It:	Where You Can Get It:	Document Must Have:
<p>Mortgage Billing Statement</p> <p>Must be less than 45 days old at time of application.</p>	<p>To confirm your mortgage payment details.</p> <p>Required for all properties you own.</p>	<p>Your mortgage lender.</p>	<ul style="list-style-type: none"> • Statement Date • Property address • Current mortgage balance • Monthly payment amount • Payment breakdown (principal, interest, taxes, insurance, and assessments) • Escrow information, if applicable
<p>Homeowner’s Insurance Declarations Page(s)</p> <p><i>Note: We’re unable to accept expired policies.</i></p>	<p>To confirm your property is insured for unforeseen circumstances. Also, to confirm the amount you pay for your insurance.</p> <p>Required for all properties you own.</p>	<p>Your insurance agent.</p>	<ul style="list-style-type: none"> • Your name • Insurance company name • Property address • Policy number • Effective dates • Coverage amounts • Annual premium
<p>Flood Insurance Declarations Page(s)</p> <p><i>Note: We’re unable to accept expired policies.</i></p>	<p>To confirm your property is insured for potential flood damage. Also, to confirm the amount you pay for your insurance.</p> <p>Required for all properties you own, if the property is in a flood zone.</p>	<p>Your insurance agent.</p>	<ul style="list-style-type: none"> • Your name • Insurance company name • Property address • Policy number • Effective dates • Coverage amounts • Annual premium
<p>Homeowner’s Association (HOA) Statement or Other Similar Documentation</p> <p>Other similar documentation include, but are not limited to HOA coupon book, screenshot from HOA website, cancelled checks or bank statements.</p>	<p>To confirm the amount you pay to your homeowner’s association.</p> <p>Required for all properties you own, if the property is in a homeowner’s association.</p>	<p>Your homeowner’s association or building manager.</p>	<ul style="list-style-type: none"> • Your name • Your homeowner’s association name • Property address • Payment amount • Payment frequency
<p>Property Tax Bill or Statement</p>	<p>To confirm the amount you pay annually for property taxes.</p> <p>Required for all properties you own.</p>	<p>Your county, township, city, village, school, or parish.</p>	<ul style="list-style-type: none"> • Property address • Tax amount • Frequency of payments

About Your Income

Document Type:	Why We Need It:	Where You Can Get It:	Document Must Have:
<p>Form 4506-C Request for Transcript of Tax Return</p>	<p>To obtain tax documents directly from the IRS, if needed.</p>	<p>The lender will send it to you</p>	<ul style="list-style-type: none"> Your name Your signature Date signed
<p>Paystub(s) with Year-to-Date Earnings</p> <p>Most recent consecutive paystub(s) covering at least two weeks of employment.</p> <p>Less than 30 days old at time of application.</p>	<p>To confirm your income and employment for the most recent two weeks.</p> <p>Required if you are a wage earner.</p>	<p>Your employer.</p>	<ul style="list-style-type: none"> Your name Your employer's name Beginning and end dates of the pay period Total pay for the period Current and year-to-date earning amounts URL (if online copy)
<p>W-2 Forms</p> <p>Two most recent years' forms.</p>	<p>To confirm your income and employment for the most recent two years.</p> <p>Required if you are a wage earner.</p>	<p>Your employer or your tax files.</p>	<ul style="list-style-type: none"> Your name Your employer's name Your social security number Your annual wages
<p>Personal Tax Returns with all schedules - IRS Form 1040</p> <p>Must represent the most recent two year period; for Social Security income only the most recent year.</p> <p><i>Note: We're unable to accept handwritten returns.</i></p>	<p>To confirm your income from self-employment, a family business, interest and/ or dividends, automobile allowances or expense accounts, rental properties, or potential non-taxable income such as social security, pension, or child support.</p>	<p>Your accountant or your tax files.</p>	<ul style="list-style-type: none"> Your name All pages Signed and dated
<p>Business Tax Returns with All Schedules - Includes IRS Forms 1065, 1120S, and 1120</p> <p>Must represent the most recent two year period.</p> <p><i>Note: We're unable to accept handwritten returns.</i></p>	<p>To confirm your income from self-employment.</p> <p>Required if you have a 25% or more ownership interest in a Partnership, S Corporation, or C Corporation.</p>	<p>Your accountant or your tax files.</p>	<ul style="list-style-type: none"> Your name Name of business All pages

About Your Income

Document Type:	Why We Need It:	Where You Can Get It:	Document Must Have:
<p>Profit & Loss Statement</p> <p>Less than 90 days old at time of application.</p>	<p>To confirm if your business has a profit or loss year-to-date.</p> <p>Required if your business is a Sole Proprietorship or you have a 25% or more ownership interest in a Partnership, S Corporation, or C Corporation.</p>	<p>Generally, the financial controller of your business.</p> <p>We can provide templates if needed.</p>	<ul style="list-style-type: none"> • Business name • Year-to-date information for the current year • Dated
<p>Balance Sheet</p> <p>Less than 90 days old at time of application.</p>	<p>To confirm your business's assets and liabilities.</p> <p>Required if you have a 25% or more ownership interest in a Partnership, S Corporation, or C Corporation.</p>	<p>Generally, the financial controller of your business.</p> <p>We can provide templates if needed.</p>	<ul style="list-style-type: none"> • Business name • Year-to-date information for the current year • Dated
<p>K-1</p>	<p>To confirm your ownership interest in a Partnership or S-Corporation.</p>	<p>Your accountant or your tax files.</p>	<ul style="list-style-type: none"> • Your name • Name of business • Ownership percentage

About Your Income - Other Sources

Document Type:	Why We Need It:	Where You Can Get It:	Document Must Have:
Asset Reserve Documents - Two Months of Checking, Savings, Money Market Accounts, and Certificates of Deposit (CDs) Statements	<p>To confirm that you have enough cash reserves to cover two months of your housing payments, which includes all home loans, homeowner's insurance, taxes, and HOA dues.</p> <p>Only required if you have non-1099 self-employment income or a credit score of 660 or less.</p>	Your bank.	<ul style="list-style-type: none"> Your name Bank name Total balance Itemized deposits and withdrawals
Divorce Decree, Legal Separation Agreement, Court Order, or Voluntary Payment Agreement	<p>To confirm your income from alimony, child support, or separate maintenance payments and verify that it will continue for at least 3 years.</p> <p>You don't need to tell us about alimony, child support, or separate maintenance income unless you want us to consider it as a basis for repaying this loan.</p>	Your attorney.	<ul style="list-style-type: none"> Your name Judge's signature or the County recording information Evidence that payments will continue for at least 3 years All pages For child support, you will also need to provide the child's birth certificate
Proof of Receipt Bank statements, cancelled checks, deposit slips, etc for most recent 12 months.	To confirm your income from various sources.	Your bank.	<ul style="list-style-type: none"> Your name Payer name Payment amount
Lease or Rental Agreement <i>Note: If the current agreement is not available, you may provide the original agreement and proof of receipt.</i>	To confirm your income from a tenant or boarder.	If you do not have a copy, we recommend you check with your attorney or your tenant(s).	<ul style="list-style-type: none"> Names of all parties involved Address of the property being leased Lease amount Start and end dates
Pension or Disability Award Letter Current year's award letter. <i>Note: If the most recent award letter is not available, you may provide the original award letter and your most recent 1099.</i>	To confirm pension or disability income and verify it will continue for at least 3 years.	The organization that administers your pension plan or disability benefits.	<ul style="list-style-type: none"> Your name Award amount Frequency of payment

About Your Income - Other Sources

Document Type:	Why We Need It:	Where You Can Get It:	Document Must Have:
<p>Retirement Statement</p>	<p>To confirm your income from a 401k, annuity, or IRA and verify that it will continue for at least 3 years.</p>	<p>The company that administers your account.</p>	<ul style="list-style-type: none"> • Your name • Account balance • Distribution amount • Frequency of distribution
<p>Social Security Award Letter</p> <p>Must represent the current year.</p> <p><i>Note: If income is received for a dependent, we will need to verify the dependent's age through a birth certificate or other government-issued document.</i></p>	<p>To confirm your income from Social Security.</p>	<p>The Social Security Administration.</p>	<ul style="list-style-type: none"> • Your name • Award amount
<p>Trust Agreement or Other Trustee Statement</p>	<p>To confirm your income from a trust and verify that will continue for at least 3 years.</p>	<p>The trust administrator.</p>	<ul style="list-style-type: none"> • Trust name • Your name • Amount of trust • Amount of distribution • Frequency of distribution • Duration of payments