

# Loan Key Points



## APPLICATION CHECKLIST

- Bank Statements**  
Last two months from all accounts
- Retirement**  
Last two months of retirement/pension, 401k and social security 1099 statement
- Pay Stubs**  
Last 30 days
- Tax Returns**  
Last two years of 1040 federal tax return, last two years of federal corporate and /or partnership tax returns (if self-employed), last two years of W-2 forms
- Valid I.D Copy**  
Driver's license, social security card, passport
- Earnest Money**  
Copy of earnest money check deposit
- Award Letter** (if applicable)  
For retirement/pension income, social security, disability income
- Divorce** (if applicable)  
Decree and separation agreement
- Mortgage Statements** (if applicable)  
Property tax bills and homeowners insurance statements for all real estate owned
- Bankruptcy** (if applicable)  
Petition and Discharge

## THE 10 DO'S AND DON'TS

1. **Don't apply for new credit of any kind**
2. **Do keep all existing credit card accounts open**
3. **Don't max out or overcharge existing credit cards**
4. **Do keep your employment within the same company or field of work**
5. **Don't consolidate debt to one or two credit cards**
6. **Do pay off collections, judgements or tax lines reported within the past year**
7. **Do be prepared to pay off collection if required by underwriting or the loan program guidelines**
8. **Do provide any documentation for satisfied judgements or paid tax lines**
9. **Do stay current on payments for all existing monthly obligations**
10. **Do call me before making financial discisions or changes to your normal financial routine. I'm here to help you through the process**