



NMLS ID #6654

1373 BROAD STREET, SUITE 312
CLIFTON, NEW JERSEY
(973) 574-0900 TEL
(973) 574-0999 FAX

MORTGAGE INFORMATION CHECKLIST

Please Provide Items That Are Circled/Highlighted

I. Income Information

A. Self-Employed Borrowers

- 1. Last one/two years' Signed Tax Returns
a. Individual (IRS form 1040) Years:
b. Corporate / Partnership Years: and K-1s
2. YTD Profit and Loss Statement

B. Salaried Borrowers

- 1. Last two years' W-2 Forms
2. Last one month's Pay Stubs

II. Asset Information

- A. Last 2 month's Account Statements (Checking, Savings, IRA, Stock & Bond Accounts, Mutual Funds, Retirement, etc.)- All Pages (even those with only typed information or cancelled checks)
B. Gift Letter with bank statement from giver and deposit slip / bank statement from recipient

III. Purchases Only

- A. Contract of Sale
B. Copy of Canceled Down Payment Check (front and back, when available)
C. Copy of either (i) last 12 months Canceled Rent Checks (front and back) or (ii) letter from landlord that rent has been paid on time and amount paid.

IV. House Re-Finances Only

- A. Copy of existing Deed, Survey, and Title Insurance Policy
B. Copy of First Two Pages of Homeowner's Insurance Policy
C. Most Current Mortgage Statement

V. Condo/Co-Op Loans Only

- A. Last 2 years Co-op/Condo Financial Statements
B. Last Amendment to the Offering Plan (if sponsor owns 10% or more of units, Co-ops only)
C. Copy of Stock Certificate (Co-op Refinance Only)
D. Questionnaire, if applicable
E. Condo/Co-op Insurance Certificate
F. Copy of Walls-in Insurance declaration page with agent contact info for Condo (if applicable)

VI. Additional Items

- A. Two (2) forms of I.D. (one must be a PHOTO ID, i.e. driver's license or passport)
B. Name and telephone number of your accountant
C.
D.