

LOAN DOCUMENTATION CHECKLIST

1. _____ A list of outstanding debt including debtors names and unpaid balance with account number(s) and **minimum monthly payments**.
2. _____ Copies of two months' pay stubs.
3. _____ Proof of other income (last months check stub or canceled check or deposit slip to verify child support or alimony received and court documentation. Award letter, retirement or disability letter indicating monthly income or last months check stub.)
4. _____ If self-employed, year-to-date profit and loss (if partnership, need corporation tax returns for two years plus K-1's.)
5. _____ W-2 forms for 2016, 2015 and 2014 (2014 if applying for MCC).
6. _____ Federal tax returns for 2016, 2015 and 2014 (2014 if applying for MCC).
7. _____ Two months' most current bank statements on all bank accounts (checking and savings), all pages.
8. _____ Complete Divorce Decree and Settlement Agreement (if applicable).
9. _____ \$30.00/\$40.00 (**single/married couple**) check or money order for credit report (non-refundable).
10. _____ Personal Information: date of birth, physical address, length of residence (if less than two years, previous address and length of that address), employment history (start date, position, previous employer if less than 2 years).
11. _____ Borrower Signature Authorization