



Paperwork needed to Apply for a Residential Mortgage Loan

Have all documentation copied or scanned and ready to go to the lender or broker of your choice.

Income documents:

1. 2 years tax returns personal and business if you are self-employed or a commissioned sales person.
2. If Self-Employed- A Letter from the CPA, on company letterhead, will be required stating length of time you are self-employed and for how many years the firm has done your business tax returns
3. Most recent one month of paystubs from your job(s)
4. Award letters for Workman's Comp., Soc Sec., Pensions, and Disability etc.
5. Investment income statements – most recent quarter or month, or year end.

Asset Documentation:

1. Two most recent months bank statements for all accounts in your name(s) showing proof that down payment and closing costs are there and liquid.
2. Gift letters with donor's ability to provide this monetary gift including bank statements, copy of gift check, and deposit info into your account is needed
3. Investment Statements, 401K, IRA's etc.
4. Copy of the down payment check given at contract, front of check and back of check upon clearing funds.

Property Documentation:

Refinancing your current mortgage;

1. Most recent mortgage statement(s) currently on property
2. Proof of homeowners insurance, including flood insurance.

3. Copy of deed, title insurance paperwork from prior closing, and copy of survey if you have it.
4. Copy of the Hud-1 from the last closing along with a copy of the current first mortgage “note” and “mortgage” from prior closing, to save the mortgage tax (assigning the note to the new lender- CEMA) if you own in a state that charges mortgage tax.
5. If property is held in a Trust, Corporate name, or Life Estate, submit the documentation.
6. Appraisal report will be required, however it will be ordered and supplied to you by the lender, be sure to get a copy upon closing this new loan. Payment will be made by a credit card, have that information ready to share with lender.
7. If you own any other real estate, mortgages, leases, rents, taxes, maintenance, and insurance costs will need to be disclosed.

Property Documentation for a Purchase:

1. Twelve months cancelled rent checks if you have never owned a property prior to this purchase.
2. Pre-lease agreement for any property you will be continuing to own after the purchase of this new one- only if this new purchase will be your primary residence.
3. If you own any other real estate, mortgages, leases, rents, taxes, maintenance, and insurance costs will need to be disclosed.
4. Binder information and Purchase contract to be submitted.
5. Sale contract for any real estate being sold to purchase this new property will be required.
6. A one year pre paid home-owners insurance policy will be required prior to closing on this new home. Copy of the binder and a paid receipt will be needed. For a condominium or a co-op an HO6 policy is still required.
7. Termite Inspection proving property is free of infestation will be needed. (an engineers report is your choice and not needed for the lender)

Credit Documentation:

1. Please be aware the lender/broker will be authorized to run a tri merge credit report for each borrower. Should you have any credit issues to be cleared up, do so prior to the submission of an application to any

lender/broker. If you are not aware of anything on your credit report and would need to review it, you can obtain your own copies from each credit bureau online, free one time per year. Also keep in mind you should not allow realtors or numerous other professionals run any credit reports at least 2 months prior to the application process due to the fact it can have an effect on the credit scores and cost you monetarily in the actual interest rate you obtain from any lending source.

2. Be ready to explain any inquiries for the past 6-12 months that are reported on your credit report. You will also be required to state if any new lines of credit were opened from any of these inquiries.
3. Explain Delinquent credit accounts, charge offs, repossessions, etc.
4. Satisfactions for judgments, proof of payment will be needed.
5. Any monthly debts paid by any other person or a business on your report must be documented, proved and explained.
6. Refinancing- provide current statements for any debts that will be paid off at the closing.

Personal Documentation:

1. 2 forms of photo ID for each borrower
2. permanent resident alien card, green card or Visa's
3. Social Security Card may be required.

Divorce Documentation:

1. Copy of divorce decree and or separation agreement
2. Maintenance, Child Support payments must be up to date.
3. Proof of all joint debts released

Bankruptcy Documentation:

1. Copy of Bankruptcy filing – including all dismissals and discharged debtors lists.
2. Written explanation for the Bankruptcy
3. Written summary of what credit has been re-established since.
4. Alternative Credit letter providing excellent payment history –utility bills, insurance bills, telephone bills, etc.

For Co-ops and Condominiums:

1. Managing Agents contact information
 - a. Prospectus, and most recent amendments
 - b. Current financials for 2 years
 - c. Insurance Policy from Home Owners Assoc. on Complex
 - d. Current budget
 - e. Proprietary Lease and AG letter.

In addition to these items the lender or Broker may require other paperwork depending upon your particular circumstance. And when the loan is committed to by the Lending source, there may be updated items needed. For Commercial properties, multi family homes, etc. there are other requirements as well.

Happy House Hunting!



Karen M. Rizzo, CMPS is the President and owner of Township Property Finance and has over 20 years of experience in the mortgage industry. Township Property Finance is a professional residential real estate financial center. Karen differentiated herself from her competition through her holistic approach to mortgage lending and extensive industry knowledge and insight. For more information go to her website: www.karenrizzo.com