

MORTGAGE CHECKLIST

IDENTITY VERIFICATION

___ **Driver's License(s)**

INCOME VERIFICATION

___ **Pay Stubs** (usually 2 or three of them if you are paid bi-weekly or bi-monthly) must include at least 30 days of year-to-date earnings.

___ **W2s for 2009 & 2010**

___ **2009 Tax Returns**

___ **2010 Tax Returns**

(**SIGNED** **ALL PAGES** of schedules and supporting docs... W2s, 1099s, etc.) and 2009 Income **Tax Extension** (only if filed one)

___ (if applicable) **1099s for 2009 & 2010**

___ (if applicable) **Social Security Award Statement for 2009 & 2010**

___ (if applicable) **Pension Statement for 2009 & 2010**

___ (if applicable) **Signed Leases on Investment Rental Properties**

___ (if applicable) **Property axes on Investment Rental Properties**

___ (if applicable) **Insurance on Investment Rental Properties**

ASSET VERIFICATION

___ **Bank Statements** (**2 months most recent** **ALL PAGES**, even if blank)

___ **Investment Statements** (**Most recent** **ALL PAGES**, even if it is blank)

ORDERING PAYOFFS

___ (if applicable) **Mortgage Statement of Current Mortgage**

___ (if applicable) **Debts statements on all debt to be paid off**

___ (if applicable) **Letter on why you are pulling cash out** (pay off debt, building up savings, etc.)

VERIFICATION OF CURRENT MORTGAGE PROGRAM

(if applicable) **These items are usually found in the closing package from the attorney you last used on this property. We may be able to ask that attorney for the information. Also, you can give us the closing package from your last loan and we will go through it.**

___ **HUD settlement statement from last Refinance or Purchase** (If refinanced within 12 months)

___ **Copy of Deed from last Refinance or Purchase**

___ **Copy of the Note/Terms and Conditions of the Loan**

___ **Copy of Title Insurance from last Refinance or Purchase**

(if applicable) **If you have a Second Mortgage or HELOC that you plan to keep that is associated with the property that you are putting this new mortgage on**

___ **HUD settlement statement from last Refinance or Purchase** (If refinanced within 12 months)

___ **Copy of the Note/Terms and Conditions of the Loan**

___ Former Attorney Name: _____ Phone number: _____

___ Employer Name: _____ Phone number: _____

___ Employer Name: _____ Phone number: _____

_____ Dates we cannot close over the next 70 days: _____
(To determine how long to lock a rate, we need to know if there are any dates during the week that you will not be able to meet with the attorney to receive your new loan. Try to think of vacations, business trips, special dates, scheduled surgeries, etc.)

LETTERS TO WRITE (if applicable)

_____ Explain any large deposits

_____ Explain any credit inquiries in the last 120 days; name of inquirer, reason for the inquiry, was a new account established, if so when, and dollar amount of credit requested.

_____ If tax returns income does not match what is on the application or any unusual business expenses

REMEMBER

_____ **Do not apply for any other loans (credit cards, car loans, mortgages, etc.) while you are waiting for the loan to receive the new mortgage**

_____ **Bring in all pages of documents requested a.s.a.p. (it is hurry up and wait), the goal is to try to avoid having you to pay for rate lock extensions**

_____ **Copies need be complete and not have words or lines cut off**

_____ **(if applicable) If you do not escrow your taxes and taxes are due, give the money to your closing attorney and have your closing attorney pay it for you or go in person to the county**

If you have any questions you can call me at my office or cell phone.

Sincerely,

Dustin B. LaPorte, CFP® - Loan Officer

(843) 606-0378 Office or (843) 270-6618 Mobile

(843) 647-1300 Fax

Helen Kroll (Scheduler) (843) 882-5361

Your Referrals Are Very Important To Me. My Core Mission and sole motivation is to build lasting and beneficial relationships, one client at a time.

SC Mortgage License B-0511800-0827302-09260013 NMLS Loan Originator ID 106506 & Corp ID 2919

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