

Residential Mortgage Application Checklist

Employment / Income

- Copy of most recent pay stubs covering a 30 day period
- Copy of last two years of W-2 forms

If you receive Social Security:

- Copy of last two years of 1099 forms
- Copy of most recent award letter

If you are self-employed, earn income from investment properties, more than 20% of your income is from commissions, or you have more than 20% ownership in a business:

- Copy of last two years tax returns - personal (Form 1040) and/or business (Form 1120 for Corporations or Form 1065 for Partnerships)
- Year-to-date P&L and Balance Sheet through most recent quarter
- Copy of last two years of 1099 form(s)
- Copy of last two years of K-1 statement(s)
- Copy of lease or rental agreements (*only if you have purchased an investment property within the last 12 months that does not show on your tax return*)

Assets

- Copies of checking and savings account statements covering at least two months (all pages must show your name, account number, and the banks' name)
- Copy of most recent statement for 401k, savings plan, retirement accounts, etc (all pages)

If your account is joint with an individual not on the loan:

- Written and signed letter from the individual(s) stating that you have 100% access to the funds in the shared account(s) to use for this transaction

Liabilities

If divorced, separated, or paying child support:

- Copy of fully executed separation agreement
- Copy of notorized child support agreement or domestic relations order (*if not contained in divorce agreement*)
- Copy of fully executed divorce agreement

If you own any second home(s) that do not derive income:

- Copy of homeowners' insurance declarations page showing yearly premium
- Copy of all tax bills (school, county/local, homeowners association dues, etc)
- Copy of most recent mortgage statement

Identification / Other Documents

- Copy of one of the following government-issued documents for each borrower: driver's license, social security card, passport, etc.
- Name and phone number of your homeowner's insurance agent
- For VA loans only: copy of DD 214 and Eligibility Certificate, if available
- Check for the cost of your credit report and appraisal (\$600) payable to York Traditions Bank

For purchases only:

- Copy of the cancelled escrow check (earnest money deposit check) paid on the sales agreement after it clears bank account



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MORTGAGE

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