

LOAN APPLICATION CHECKLIST



Home Buying Made Easy. From Pre-Approval to the Closing Table!

- Valid Driver's License or Military ID
- Addresses for rental or mortgage history for past 2 years
- Name, address and phone number of all landlords for past 2 years (if applicable)
- Name, address and phone number of employers for past 2 years (include dates and explain gaps)
- All pay stubs for the most recent 30-day period
- Signed personal tax returns for past 2 years
- W-2's for past 2 years
- If Self-Employed: Signed personal tax returns, corporate or partnership returns including YTD P/L statements, balance sheets, K-1 and 1099's for the past 2 years
- Statements for bank, investment and/or retirement accounts (all pages) for past 2 months
**explain all deposits that are not normal direct deposit payroll*
- If Self-Employed: All business bank statements for past 3 months
- VA Loan Applicants: Statement of Service from your Command or copy of your DD-214, Member Copy 4, so we can order your Certificate of Eligibility
- Verification of other income-child support, alimony, retirement, or social security awards letter
- Sales Contract - legible copy
- Closing attorney name and number
- Homeowners insurance information
- Check or credit card for credit report and appraisal
- Copies of separation/divorce decree
- All foreclosure papers including letter of explanation if applicable
- All bankruptcy papers including discharge and letter of explanation if applicable

REFINANCE

- Copy of current mortgage statement
- Copy of current survey if you have one
- Copy of Homeowners Policy (Declaration Page)
- Subordination; Second Mortgage (if applicable)
- Copy of Deed
- Copy of Title Policy

07/2021

For all of your real estate and mortgage needs, call your trusted local professionals today!



Jennifer White

Senior Mortgage Loan Officer

NMLS# 195058

Cell: 804.514.1246

jennifer.white@townebankmortgage.com

townebankmortgage.com/jenniferwhite

4501 Cox Road, Glen Allen, VA 23060

 TOWNE BANK MORTGAGE