# Borrower's Document Checklist

## Check the sections below that are relevant to your application.

**Verification of Income –** Please provide proof for any of the applicable income types listed below.

☐ **Standard Employment Income–**

- ▫ Most recent 30 days consecutive pay stubs.
- ▫ Most recent 2 years W2s (to match your tax returns).
- ▫ If you have any overtime/commission/bonus etc. –please include your last pay stub for the previous 2 years showing the totals earned that year.
- ▫ You may need all pages of your most recent 2 years personal tax returns –please ask your loan officer whether this will be required as part of your application.

☐ **Self–Employed Income–**

- ▫ If you own 25% or more of your company, please provide:
  - ▫ Most recent 2 years of business tax returns –please include all pages.
  - ▫ A year–to–date Profit and Loss statement.
  - ▫ If you own 24.99% or less of your company, the most recent 2 years of K1s for the company.

☐ **Retirement Income –Social Security, Pension etc.**

Current year's award letter.

- ▫ Most recent 2 years of 1099s –if applicable.
- ▫ Most recent 2 months of bank statements –include all pages showing these deposits to the account.
- ▫ Most recent 2 months of statements for any retirement accounts.

☐ **Income from Child Support or Alimony–**

- ▫ Documentation of the last 6 months of receipt:
  - ▫ Such as canceled checks, bank statements or court records –please include all pages.
- ▫ A copy of the Recorded Child Support Agreement or Divorce Decree.

☐ **Income Derived from a Trust–**

- ▫ A copy of the trust agreement.
- ▫ Most recent 2 months of bank statements pertaining to the trust income –please include all pages.

## Verification of Assets–

▫ Most recent 2 months of bank statements for any account(s) you plan to draw from for closing funds –please include all pages. A most recent quarterly statement is also acceptable.

Types of accounts to include:

- ▫ Checking, Savings, IRAs 401ks Stock/Brokerage Accounts
- ▫ A signed and completed gift letter for any gifted funds involved in the transaction.
- ▫ Estimated HUD–1 Settlement statement to verify a recent/soon–to–be sale of a real estate property.

## If you own any properties, please provide the following–

▫ Most recent mortgage statements if applicable –please include all pages.

If your property has a mortgage that does not escrow taxes and insurance OR if you own a property free and clear, please include:

- ▫ Your most recent homeowners' insurance policy description page showing the premium for your policy.
- ▫ If the property is outside of Washington State, please include your most recent property tax bill.
- ▫ Your most recent Homeowner's Association (HOA) bill for dues –if applicable.
- ▫ If you have a rental property, we may require:
- ▫ A copy of your most recent lease agreement.
- ▫ Your last 2 years of tax returns.

## Purchase Transactions Only:

- ▫ Your realtor's contact information so we can provide updates during the loan process.
- ▫ Contact information for the company that issues your homeowner's insurance.
- ▫ A copy of the Purchase Contract and Addendum signed by all parties.
- ▫ Your landlord's name, phone number, and email address if applicable.
- ▫ If this is a purchase, verification of your earnest money payment.

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