

# Checklist Conventional

## Documents Needed for Conventional Submission

(Disregard items which do not apply to your transaction types)

- ☐ Drivers License & Social Security cards for all borrowers
- ☐ Most recent 30 days paystubs for all borrowers, please continue to provide paystubs, upon receipt until closing of your file
- ☐ 2 years W-2's for all borrowers
- ☐ 2 years tax returns, business & personal, as applicable – including ALL schedules
- ☐ Most recent 2 months or quarterly statements for ALL financial assets listed on application (including 401k or IRA accounts...if any)
  - Note: Screenshots from website will not work-they need to be full statements (PDF is fine)
  - If using business account funds to close the transaction, please provide CPA letter stating the use of your business funds will not affect the business AND a cash-flow analysis (outgoing/incoming cash).
  - If using retirement funds for closing costs or reserves, need the “Terms of Withdrawal”
- ☐ Primary Residence
  - Currently rent:
    - Landlord contract information for verification of rent
  - Currently own:
    - Mortgage statement to show if escrowed – Escrow **amounts for both taxes and insurance** must be clearly broken down on statement (If not escrowed or clearly broken down, provide tax and insurance statements as well)
    - HOA statement, if applicable
    - If owned free & clear, provide: Evidence property is owned free & clear: i.e. Deed, Paid in Full Letter, etc.
- ☐ Other Rentals and/or 2<sup>nd</sup> Home:
  - Mortgage statement to show if escrowed – Escrow **amounts for both taxes and insurance** must be clearly broken down on statement (If not escrowed or clearly broken down, provide tax and insurance statements as well)
  - HOA Statement, if applicable
  - Lease agreement(s)
  - Insurance agent and contact information
  - HUD-1 statements for any properties listed on your tax returns which have been sold within past 24 months
- ☐ Subject Property:
  - Purchase
    - Fully executed purchase contract including all addendums, amendments
    - Survey (If seller does not have a survey – please indicate and we will order)