

# Conventional Checklist

## Documents Needed for Conventional Submission

\*Disregard items which do not apply to your transaction types\*

- ☐ Texas Drivers License and Social Security Card for both borrowers
- ☐ Most recent paycheck stubs covering 30 days for all borrowers
- ☐ 2 years W-2 for all borrowers
- ☐ 2 years Tax Returns all pages (Business & Personal)
- ☐ Most recent 2 months or quarterly statements for ALL financial assets listed on application (including 401K and IRA accounts)
  - Note: Screenshots from website will not work- they need to be full statements.
  - If using business account funds to close 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 cost or reserves, will 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 property 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 property 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 you 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 survey, please indicate and we will order one)



11200 Westheimer Rd., Suite 615  
Houston, TX 77042  
NMLS 221656



4SmartMoney.com