



APPLICANT INFORMATION CHECKLIST

Purchase

- Original** Loan Application and Disclosures.
- Application fee** of \$415 for credit report and appraisal fees.
- Copy of Driver's License(s) and Social Security Card(s).**
- E-Mail Address:** _____
- Verification of Source of Funds:** (No Credit Cards) (No Gifts)
(No Loans)
 - Copy of most recent **3** months bank statements for each account to be used for down payment, closing costs and 6 months reserves. (Personal checking, savings, stocks, etc.)
Provide proof of account ownership and account number for each bank account.
Provide documentation of source for any large deposits or transfers.
 - Copy of all wire transfers to Bank Account and/or to Builder, along with copy of bank statement to show withdrawal of funds.
- Verification of Employment:**
(2 years of continuous employment - same line of work)
 - Salaried:**
 - Original letter of employment completed on company letterhead signed by the employer to include: 1.) Current Position
2.) Length of Employment
 - OR**
 - Self-employed:**
 - Original letter completed on letterhead signed by Independent Accountant to include: 1.) Current Line of Work
2.) Length of Self-Employment



All documents must be updated 60 days prior to completion of property.

All documents must be translated into English as necessary.

Return each item that is required to ensure your application will not be delayed nor denied.

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