



Document Checklist

Everything You'll Need To Complete Your Loan Application

This checklist is to assist you in assembling the information needed to process your loan application. Complete information will help Approved Home Loans process and close your loan in the shortest time possible.

LOAN INFORMATION

- Purchase price of the house you are buying (or estimated price range)
- Amount you would like to borrow
- Down payment amount
- Monthly homeowner's dues (if applicable)

PROPERTY INFORMATION

- Type of property (single family, condo, etc.)
- Use of property (primary residence, second residence, etc.)
- Address of the property (or TBD, if not yet known)

INCOME/EMPLOYMENT INFORMATION

- Past two (2) year's W-2 forms.
- Signed and dated Federal Tax Returns from the past two (2) years, including all schedules.
- Most recent pay stubs to cover a full calendar month for each borrower.
- Year-end statements on any social security, pension, and/or disability income
- Employment history for past two (2) years (employer, job title, employer's contact info)
- Letter of explanation regarding gap of employment of 30 days or more (if applicable)
- Proof of receipt of child support income for last 12 months, if you want this income to be included to qualify
- If you are self- employed, provide a year to date Profit and Loss (P&L) statement and Balance Sheet that is less than 60 days old

ASSET VERIFICATION

- Two (2) recent statements for all bank, savings, credit union and/or investment accounts
- Most recent statement on any retirement and or annuity accounts(401K, IRA, profit share)
- Life insurance statement of cash value (if applicable)

CREDIT ITEMS

- Letter of explanation regarding any adverse credit items/inquiries appearing on your credit report (if known)
- Complete set of bankruptcy papers (if filed within last seven (7) years)
- Detailed explanation of why you filed for bankruptcy

MISCELLANEOUS – Certain applicants may need to supply additional information.

- Complete, signed copy of divorce decree
- For Renters only: landlord contact info and proof of last 12 months of rental payments
- For Property Owners only: copies of all current lease/rental agreements, property tax and insurance bills on each property
- Gift letter detailing amount and source of gift (if needed for down payment)
- Estimate of proceeds or settlement statement if you are selling your present home