

## Needs List

### **DOCUMENTATION NEEDED FOR ALL FULL DOCUMENTATION LOANS**

- Pay stubs for the most recent 30-day period
  - W-2 forms for the previous two years
  - If self employed or more than 25% of your income is bonus, overtime, or commission, we also need tax returns for past 2 yrs.
  - Documentation on any other income you wish to have considered, such as part-time income, rental income, alimony, child support, etc.
  - Employment history for the last two full years
  - Three months consecutive financial statements on all asset accounts (all pages); checking, savings, CD's, stocks, mutual funds, 401-K, etc. (If statements are quarterly, then most recent statement.)
  - General value of other assets such as cars, personal property, insurance, etc.
  - Name, address and phone number of landlord for the last 24 months
  - Copy of the sales contract
  - Copy of canceled earnest money check
  - Copy of closing statement and sale of current residence, if applicable
  - Copy of divorce decree, if relying on alimony income to qualify or paying alimony or child support obligation
  - Gift Affidavit, if applicable
  - Bankruptcy schedules and discharge documentation, if applicable
- \*\* Internet printouts cannot be accepted

### **IF YOU ARE APPLYING FOR A VA LOAN**

- VA Certificate of Eligibility (Original)
- Form DD-214
- For in-service veterans, Statement of Service and recent Leave and Earnings statement

### **IF YOU ARE SELF-EMPLOYED OR HAVE COMMISSION INCOME**

- Previous two years signed tax returns with all schedules attached
- Previous two years corporate/partnership tax returns with all schedules attached
- Year-to-date profit and loss statement and balance sheet

### **IF YOU ARE RELOCATING WITH COMPANY BENEFITS**

- Copy of company's relocation policy
- Letter from employer stating effective date of transfer and new income
- Copy of entire relocation buyout offer (if applicable)

### **ADDITIONAL INFORMATION:**

- 30 Days prior to closing all information must be updated
- 10 days prior to closing hazard/property insurance name and phone number
- \$375 check for appraisal (if you have a signed purchase contract) made payable to **FIRST TEXAS HOME MORTGAGE**