

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**