



FINANCIAL BUILDING SYSTEM CHECKLIST

- LAST 2 (30 DAY) PAYSTUBS
- LAST 2 MOS. BANK STATEMENTS
- LAST 2 YEARS W-2
- LAST 2 YEARS PERSONAL TAX RETURNS
- ALL LIFE INSURANCE POLICIES
- COPY OF CREDIT REPORT WITH SCORES FROM ALL 3 BUREAUS
- WRITTEN PERSONAL BUDGET FOR REVIEW
- COPY OF HUD STATEMENT/RENTAL PROPERTY LEASE (if applicable)
- HOMEOWNERS POLICY DECLARATION PAGE OR AGENT NAME & NUMBER
- LAST 3 YEARS BUSINESS TAX RETURNS & CERTIFIED P&L STATEMENT (self-employed)
- LOAN PAYMENT INFO. (Car, boat, etc.)
- MOST RECENT CREDIT CARD STATEMENTS
- EARNEST MONEY DEPOSIT RECEIPT / CONTRACT FOR PURCHASE FROM REALTOR (if applicable)
- CONTRACT FOR PREVIOUS HOME SALE (if applicable)
- LAST 12 MOS. CANCELLED CHECKS FOR RENT OR MORTGAGE PAYMENTS, NAME ADDRESS AND PHONE NUMBER FOR LANDLORD/MANAGEMENT COMPANY
- DIVORCE DECREEE & CHLD SUPPORT DOCUMENTATION COURT ORDERED (if applicable)
- EVIDENCE OF ALIMONY COURT ORDERED (if applicable)
- ATTORNEY/REALTOR PHONE NUMBER AND ADDRESS (if applicable)
- AVAILABILITY FOR APPRAISAL FEE (estimated \$500-\$600 residential)
- COPY OF DRIVERS LICENSE & SOCIAL SECURITY CARD
- DD 214 & CERTIFICATE ELIGIBILITY (VA ONLY)
- BANKRUPTCY DISCHARGE PAPERS AND SCHEDULE (if applicable)
- Tri-merge Credit Report \$85 fee estimated plus service fee