LIST OF ITEMS NEEDED TO COMPLETE YOUR LOAN

PLEASE NOTE: Not all documents listed below will be required for every loan. Documentation requirements vary depending on the borrower's individual circumstances. Please contact our team to confirm which items apply to your client's loan.

STANDARD DOCUMENTATION

- [ ] Counseling Certificate signed and dated by the client(s) (all pages).
- [ ] Addendum to Certificate of Counseling (California only).
- [ ] Clear copy of driver's license, state-issued photo ID, birth certificate, or passport.
- [ ] Clear copy of Social Security card, Social Security Award Letter, Medicare card, current pay stub, or W-2 form.
- [ ] One current utility bill (cable, gas, or electric) showing the borrower's current address.
- [ ] Mortgage statement(s) or coupon(s), if applicable.
- [ ] Two most recent months of bank statements showing income deposits (all pages, all accounts).
- [ ] Homeowner's insurance declarations page or insurance agent's name and telephone number, along with 12-month insurance policy history for all properties.
- [ ] Earthquake insurance, if applicable and already in place.
- [ ] Property tax payment history for the past 24 months (Tax Certificate) for all properties.
- [ ] HOA: Proof that dues are current and 24-month payment history (copy of current statement).
- [ ] Credit Authorization Form signed by the borrower.
- [ ] Income and asset documentation (all pages) — see below.

ADDITIONAL DOCUMENTATION (IF APPLICABLE)

- [ ] Solar Lease: All pages; lease must be approved.
- [ ] Trust: All pages and amendments; must be approved by our attorney and title company.
- [ ] Power of Attorney: Doctor's letter confirming competency at the time of execution of the Power of Attorney (POA) and the date the borrower became incompetent.

  Example: Application and documents signed by POA: John A. Smith by Jane Doe as Attorney-in-Fact.
- [ ] Copy of Student Loan Deferral Agreement (student loan paperwork).
- [ ] Death Certificate (Original).
- [ ] Credit: Collections, charge-offs, or late payments — Extenuating Circumstance Letter and supporting documentation.

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ADDITIONAL DOCUMENTATION (CONTINUED)

- [ ] Condo: Name and contact information for HOA (print out FHA approval for file). https://entp.hud.gov/idapp/html/condlook.cfm
- [ ] Purchase Agreement — see Purchase Items Needed.
- [ ] Funds to Close: Provide proof of funds (all pages), clearly showing bank information and the client's name and address.
  All large deposits exceeding $1,000 must be sourced with a Letter of Explanation (LOE) and a copy of the deposit check. This excludes direct deposits clearly identified on bank statements.

INCOME DOCUMENTATION

If tax returns are required, a wet-signed IRS Form 4506-T must be provided.

SOCIAL SECURITY INCOME

Obtain ONE of the following to document income:

- [ ] Proof of Income Letter (also known as a Budget Letter or Benefits Letter) reflecting income from the Social Security Administration.
- [ ] Most recent bank statement reflecting receipt of income from the Social Security Administration.
- [ ] Federal tax returns.
- [ ] Copy of the borrower's Social Security benefit statement (SSA-1099/1045).

Obtain ONE of the following to document continuation of income:

- [ ] Copy of the most recent Notice of Award Letter.
- [ ] Equivalent documentation establishing the award benefits.

SELF-EMPLOYMENT INCOME

- [ ] Schedule K-1.
- [ ] Year-to-date Profit and Loss Statement.
- [ ] Business Credit Report, if incorporated.
- [ ] Two years of tax returns with all schedules, including Schedule C, C-EZ, or E, OR Form 4506-T Authorization.

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INCOME DOCUMENTATION (CONTINUED)

EMPLOYMENT INCOME

OPTION 1

- [ ] Most recent pay stub covering 30 consecutive days and showing year-to-date earnings.
- [ ] Verification of Employment covering two years.

OR

OPTION 2

- [ ] Most recent pay stub covering 30 consecutive days and showing year-to-date earnings.
- [ ] Copies of original IRS W-2 forms for the previous two years.
- [ ] Verification of Employment covering two years.

401(k)/IRA INCOME

- [ ] Most recent account statement.

AND ONE of the following:

- [ ] Two years of tax returns.
- [ ] Most recent bank statement showing receipt of income.

PENSION INCOME

Provide ONE of the following:

- [ ] Copy of the borrower's pension/retirement letter from the former employer confirming that pension income will continue for at least three years.
  Note: Federal pensions do not require proof that income will continue.

OR

- [ ] Federal tax returns (reported on line 16a), AND a pension/retirement letter from the former employer confirming that pension income will continue for at least three years.

OR

- [ ] Most recent bank statement showing receipt of pension income from the former employer, AND a pension/retirement letter confirming that income will continue for at least three years.

ANNUITY INCOME

- [ ] Legal agreement establishing the annuity and guaranteeing continuation for three years.
- [ ] Bank statement or transaction history evidencing receipt of annuity income.

RENTAL INCOME (OTHER PROPERTIES)

- [ ] Two years of tax returns with all schedules, including Schedule E.

OTHER INCOME

There are numerous other acceptable types of income. Please contact our team for more information.

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