

Loan Application Checklist

Borrower's Information (Reverse Transaction)

- Counseling Certificate (signed and dated by borrowers)
- Copy of Driver's License **OR** Copy of Passport **AND**
- Copy of any **one** of the following: Social Security Card **OR** Medicare Card **OR** Form 1099 **OR** Current Property Tax Bill **OR** Current Utility Bill

Employment / Income

- Paycheck Stubs for the most recent 30 days
- W-2 Statements for the prior two years
- Federal Form 1040 Tax Returns for the prior two years – **ALL SCHEDULES**
- If Self Employed: Federal Business Tax Returns for the prior two years - **ALL SCHEDULES**
- SSA Award Letters / Pension Support / Disability Income Support

Assets / Bank Statements

- Most recent two months' statements from bank checking, savings money markets and retirement accounts – **PLEASE INCLUDE ALL PAGES**

Credit History Information

- Copy of existing First Mortgage Statement (If applicable)
- Copy of Second Mortgage Loan or Home Equity Line of Credit Statement (If applicable)

Property Information

- Copy of existing Deed (If available)
- Copy of existing Title Insurance policy (If available)
- Copy of existing Home Owners Insurance Policy (Declaration Pages only)
- Copy of current real estate tax bill – plus 24 month payment history support

Other

- Appraisal: Contact Information and completed Credit Card Authorization Form