



# **DOCUMENTATION CHECKLIST**

**REFINANCE \* PURCHASE \* FHA \* VA \* DOWN PAYMENT ASSISTANCE**

In order for us to speed up the processing of your loan request, kindly submit the following documentation to our office as quickly as possible. This documentation will allow us to give you a more accurate quotation regarding the type of financing we can provide for you.

Please Contact our office regarding any questions

Office Phone-Direct Line (818) -554-8968 or Toll Free (877) 7Loan-47

You May Fax or Email Documents to: Email MyVIPMortgageTeam@gmail.com or Fax 310-477-5525

## **We need all items listed below that are applicable:**

- ✓ Two years Tax Returns (If Self Employed please submit Corporate Returns, K1's, & Balance sheets)
- ✓ Most Current W2s
- ✓ 2 Months Bank statements
- ✓ Copy of IRA, Savings, Investment and Retirement Statements
- ✓ Copy of Social Security Award Letter, if applicable
- ✓ Two most recent Latest Paystubs for all Employment (Full & -Part-time)
- ✓ Copy of Driver's License and Social Security Card
- ✓ If you are Retired please submit year-end 1099's for SSI & Retirement Income

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## **For a Refinance Request Please Add the Documents indicated below:**

- ✓ Mortgage Coupon or Billing Statement (Current)
- ✓ Notes and Deeds regarding all liens on subject property and Non-Owner-Occupied properties
- ✓ Copy of your current Homeowners Insurance Policy
- ✓ Submit Rental Agreements on all Income Property you currently own

### **Please Review:**

**Our Company, will respect the confidentiality of the material you provide. Any original documentation submitted, will be returned promptly. Interest Rates, Terms & Estimates are never exact quotes; your interest rate must be LOCKED to be valid. There could be charges for lock extensions. Appraisals should be paid when the appraisal is requested by the Lender. The time needed for Underwriting varies by the Type of Property, Loan Purpose, Improvements, Review of Title Policy, Source of Funds, Employment and any other needed compliance associated with your loan request. {Please do not stop making your Mortgage Payments} We can never guarantee approvals.**

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Signature of Borrower

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Signature of Co-Borrower