



Mortgage Checklist

Lenders usually need several documents to complete your mortgage loan application. Make sure you have the following to move quickly through the process:

Personal Information

- ☐ Property information including address, legal description of property and the year the residence was built
- ☐ Social Security number(s) of applicant(s)
- ☐ Employment information for the previous two years
- ☐ Income information — including salary, overtime, bonuses, commissions, dividends, interest, retirement and any other source of ongoing income
- ☐ Present rent or mortgage payment information — including payments, taxes, dues and insurance
- ☐ Liquid assets — including name of financial institution, account type and balance including retirement and investment statements.
- ☐ Amount of cash deposit towards purchase
- ☐ Property owned — including current residence, retirement funds, businesses owned, automobiles and a value estimate of remaining personal property
- ☐ Liabilities for all open accounts — including account number, names, complete mailing addresses, balances and minimum monthly payments
- ☐ Information on child support or alimony funds
- ☐ List of real estate owned

Document Copies

Bring these copies with you to the branch:

- ☐ Signed application
- ☐ Current pay stub and W-2 for the last two years (if self-employed)
- ☐ Statements for all non-LGFCU accounts for the previous two months
- ☐ Renters -- the name, address and telephone number of landlord(s) for the previous two years
- ☐ A signed sales contract which can be obtained from your realtor
- ☐ An annuity statement or awards letter if applicant is retired
- ☐ Separation documents and divorce decree, if applicable
- ☐ If child support or alimony is used as income, the most recent twelve-month history of receipt is required
- ☐ If self-employed and file a Schedule C or receive income from rental property, bonuses or commissions, or own 25% of your company, you must provide the last two years' tax returns with new original signatures and a current date.
- ☐ If self-employed and file partnership, S-Corp. or corporate returns, you must provide the previous two calendar years' business tax returns along with your personal returns.
- ☐ Name, address, and phone number of the attorney you have chosen to close your loan. The fee varies from \$250-\$500. If you don't have an attorney, names can be provided by LGFCU.