

Most telephone interviews last about 30 minutes and most face to face last about an hour and a half, the more prepare you are for what to expect will allow you to shorten the loan application time frame. The following checklist will facilitate your mortgage loan interview. The loan interview can be done even if you are missing some of these items. This will give you and idea of what we will be asking for and the items required to substantiate the information provided. The checklist includes most of the information that you and any co-borrower will need to supply verbally and then in writing. However, some products or some programs have slightly different requirements, so you may want to contact your loan officer before the interview to ensure you bring the correct types of information.

In preparation for your loan interview, review the information below. We suggest you print this worksheet, then check each box after you've gathered the required data. See Documents Needed Checklist and Blank Application

- Social Security Number/Date of Birth for all borrowers**
- Paycheck**  
Most recent 30 days pay stubs that shows year-to-date earnings.
- W-2 , 1099's and all Tax Forms (Self Employed will need Business Tax Returns)**  
Original copies sent to you by the Internal Revenue Service for the past two years.
- Employer Information**  
Names, addresses, and telephone numbers of employers for the past two years
- Account Information**  
Account numbers and current balances of checking, savings, and any other accounts.
- Current Assets**  
Individual Retirement Accounts (IRAs), CDs, stocks, bonds, etc.
- Personal Property**  
Value of property that can include life insurance, retirement accounts, cars, etc.
- Liabilities**  
Auto loans, student loans, credit cards, and other installment debt --
- Current and Previous Addresses**  
 If you own a home: Bring the property address, est. current market value, mortgage lender name, Monthly mortgage statements, account number, current monthly mortgage payment, and outstanding mortgage balance for all properties.  
  
If you're renting: Bring the property address, name and address of the landlord, current monthly rent, and previous address/landlords if you've lived in your current address for less than two years.
- Agreement to Purchase**  
A signed copy and any amendments, a copy of the listing form for the property, the legal description of the property, and receipts for or down payment deposits.

There may be some special situations that require you to supply additional information. These include:

- ❖ If you are self-employed ( own 25% or more of company) or own rental properties or receive any income via k-1 or work on a commissioned basis, you should bring your federal tax forms for the past two years and a current year-to-date profit and loss statement.
- ❖ If you are separated or divorced, you should bring a copy of your divorce decree and separation agreement. Also bring documentation on alimony or child support payments you are required to make or you receive as income. Proof of this income can be the clerk of court's history of payments or canceled checks for the past year.
- ❖ If you include pension, disability, Social Security, or other public assistance as part of your income, you'll need to bring a copy of an award certificate or a check from the issuing agency.
- ❖ If you have a bankruptcy, foreclosure, or any judgments against you over the past seven years, you'll need to bring relevant information about the proceedings. Such information includes a copy of the bankruptcy discharge and schedule of both debts and assets. An attorney's letter that discusses the outcome of the proceedings should be included if there are judgments against you.
- ❖ We are here to assist you through the process. Realize the lender subscribes to many services to double check information for fraud. The number one fraud committed today is occupancy. Proper disclosure of all facts will allow for the fastest and smoothest process.
- ❖ We are here to guide you through the process. Most applications if done correctly should only take about 4 hours of your time.
- ❖ 1 hour for loan application, 2 hours to gather paperwork and sign documents (depends on your how organized you are) and 1 hour for closing. Purchases will require more time for inspections and contract negotiations and a longer settlement. We value your time and will not ask for anything that we feel is not needed.
- ❖ For more information please call Kevin at 703-799-5626