



Here is the list of documents that I need to assist you in completing your application. A few of these may not apply to you, so feel free to disregard. And feel free to contact me with questions.

- Most recent two years of personal Federal income tax returns, all pages and schedules, please, (with W2 forms).
- Most recent 30 days of paycheck stubs (if applicable).
- Most recent bank statement (all pages, please. If the page has a number, even if it is blank, we need a copy of that page) to show money for the down payment and cash reserves. (We don't necessarily need every single bank/investment account, but the more cash, or near-cash, assets the better).
- legible copy (birth date, name and expiration date are crucial) of government identification (driver license or passport) and social security card.
- If you own other property I will need to request a copy of the mortgage statement, property tax bill, and fire insurance policy for each property.
- Contact name and phone for your human resources departments.

This is the baseline of documentation that I need to start the process. It is likely that over the course of the transaction, we'll need to request additional information, but I do act as your advocate in an effort to reduce intrusiveness.

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