

Mortgage Document Checklist

At the time of application, your Mortgage Loan Officer will give you a good indication of the documentation you and your co-borrower will need to provide to process your mortgage. Additional items may be required depending on your financial history. Here is a list of items that you'll typically need when you apply for your home loan:

To be provided by all Borrowers:

- Copies of driver's license or other government issued photo identification.
- Copies of your pay stubs for the most recent 30-day period.
- Copies of W-2's, 1099's, Land Contract Payments for the past two years.
- Two most Recent bank, stock/retirement and other financial statements. One of each dated within 30 days of the loan application date (Include any Intentionally left blank Pages).
- Copy of Social Security award letter and/or pension award letter for the past two years (if retired).
- Copy of the fully executed purchase agreement with seller's disclosures and addendums if purchasing a home.
- Copy of canceled earnest money check given to the realtor (if purchasing a home).
- Documentation on any additional source of income to be used for qualifying (if applicable).
- Two most recent property tax receipts and insurance binder (showing premium) for all non-subject properties.

To be provided by Self-Employed Borrowers:

- Complete copies of the previous two years' business tax returns, with all schedules, if you own 25% or more of a business.

Additional documents required if applicable:

- If you have been divorced, a copy of complete final recorded divorce decree.
- Child support receipt/Pay requirement, documentation pertaining to any resolved or unresolved credit disputes you may have had.
- If you have filed bankruptcy, a copy of all bankruptcy papers and a copy of discharge.
- A copy of the settlement statement (if you sold property in the last three months.)
- If you're receiving gift funds, a gift letter stating the gift was not a loan from the donor and proof of deposit funds 7 days prior to closing.
- \$500.00 Cost deposit to order the credit and appraisal report.

Main Office • 303 N. Main Street • P.O. Box 10, Cheboygan, MI 49721 • Phone 231-627-7111 • Fax 231-627-7283

Cheboygan South 231-627-3851	Onaway 989-7333-8511	Mackinaw City 231-436-5271	Pellston 231-539-8621	Indian River 231-238-8961	Alanson 231-548-2265	Petoskey 231-881-9294
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Loan Office: Rogers City 989-474-9206

