

Needs List:

Please Supply all Documents that Apply - (Both Borrower & Co-Borrower)

Standard Information:

- Pay Stubs - Most recent full month
- W-2's and / or 1099's - Most recent 2 years for all positions
- Federal Personal Tax Returns (1040's) – Most recent 2 years filed
(All Forms, Schedules, and Statements - State is not Required)
(If Extension filed, please provide a copy of the Extension. If recent taxes not filed, please notify)
- Bank Statements (Checking & Savings including blank pages) - Last 2 months
(Explain cash deposits over \$500 – Need proof or it can't be used to qualify)
- Retirement Account Statements – Most recent 2 Monthly or most recent Quarter if Quarterly
(Qualified accounts include 401(k), IRA, SEP IRA, etc.)
- Investment Account Statements – Most recent 2 Monthly or most recent Quarter if Quarterly
(Include but not limited to: Mutual Funds, Money Market, Stocks & Bonds, CD's)
- If using Retirement or Investment Account – Terms of Withdrawal of funds
- If Refinance – Most Current Insurance Declaration Page and Mortgage Statement

If You are a Business Owner:

- Federal Corporate Tax Returns (1120's) or Partnership Returns (1065's) - Most recent 2 years
(All Schedules – State is not Required)
(If Extension filed, please provide a copy of the Extension. If recent taxes not filed, please notify)
- Year-to-Date Profit and Loss Statement and Balance Sheet, signed
- Business or Professional License (If applicable) or Standard CPA Letter from your Tax Preparer

If You are a Real Estate Investor:

- Most Recent Mortgage Statement for each Rental Property
- Most Recent Insurance Declaration Page for each Rental Property
- Copy of Rental - Lease Agreements for each Rental Property
- HUD1 Fees Statement - For recent Real Estate purchases that have not yet shown on tax returns
- Mortgage Note - For recent Real Estate purchases that have not yet shown on tax returns

Questions ~ Call (916) 985-3200



**Needs List
Continued**

Miscellaneous:

- If Bankruptcy:** Copy of completed with Schedule of Disbursement and Bankruptcy Discharge
- If Divorced:** Copy of Final Divorce Decree and / or Child Support Decree
- If Using Pension Income:** Letter of Verification of Pension
- If using Social Security or Disability Income:** Letter of Award
(You may need to call the Social Security Office to obtain)
- If Military Veteran using VA:** Copy of DD-214 and Certificate of Eligibility (Green Form)
- Non-Citizen** – Copy of Green Card or applicable VISA (front and back) – Must not be expired
- If Buying a Condo or PUD** – Condo or PUD Questionnaire (HOA may charge \$150 - \$250)
- If Down Payment or Closing Costs Gifted** - Gift Letter from donor and a copy of their Bank Statement to prove Proof of Funds. (Click here for a copy of the Gift Letter)
- If Unemployed within Past 2 Years:** Letter of Explanation
- If any Derogatory Credit:** Letter of Explanation

Please call with any questions. Have a great day!!

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Fritz".

Kevin Fritz, MLO #: 220254

**Branch Manager ~ Mortgage Banker
Iron Point Mortgage**

Email: kfritz@ironpointmortgage.com

Phone: 916-985-3200

Fax: 916-583-7400

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1849 Iron Point Road, Suite 120, Folsom, CA 95630

Phone: 916.985.3200 Fax: 916.583.7400 Website: www.IronPointMortgage.com

