



# THE MORTGAGE FIRM

SERVING SOUTH FLORIDA

*Closing Simplified.*

## Mortgage Application Speed Checklist Documents required to complete the Loan Application:

- Pay stubs – copies of most recent (for 30 day period)
- W-2's – copies of most recent (for 2 year period) 2016 & 2017
- Tax Returns – Entire Federal Tax Returns for most current 2 years filed, all schedules,
  - **Extension filed for 2017** – need W-2s & returns are required for 2014 & 2015
  - **Self-employed** – current year to date Profit & Loss & Balance Sheet - signed
  - **Ownership in a corporation or partnership** - need K-1 & complete S Corp returns
- Bank statements – copies of 2(Two) most recent monthly statements for all checking, savings, CD's, IRA, 401-K and investment accounts (ALL PAGES)
- Copy of Purchase Sales Contract w/Escrow Deposit – when signed
- Divorce Decree, Quit Claim Deed and Settlement Agreement
- Full Bankruptcy Papers and Discharge Notice
- Documentation for any short sale, foreclosure or loan modification in the last 7 years
- DD 214 and Certificate of Eligibility (VA)
- Name and phone number for Employment verification

### If Refinancing:

- Copy of Warranty Deed
  - Copy of Owners Title Insurance Policy
  - Copy of Homeowner's and Flood Insurance Policy
  - Copy of Property Survey
  - Copy of Mortgage Payment Coupon (also 2nd mortgage coupon if this applies)
  - Association Coupon for HOA Dues
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- **Photo ID 2 (Two)Required** ( copy of current Drivers License, Social Security Card and/or Green Card, Pass Port)

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