

# MORTGAGE PURCHASE CHECKLIST

## Property

Copy of Offer to purchase  
Copy of fully executed sales contract on subject property  
Copy of money down on contract (usually 10%)  
Appraisal Report  
Title Report

## Equity (if applicable)

Copy of fully executed sales contract on current residence being sold to prove source of funds for purchase  
Copy of fully executed HUD Settlement form from sale of current residence

## Employment/Income

Most recent paystubs covering past 30 day period  
Copies of last two years W-2's and/ or 1099's  
Copy of Separation Agreement and/or Divorce Decree (if applicable)  
Signed Federal 1040 Income Tax Returns with all schedules for past 2 years  
Signed Federal Business Income Tax Returns for past 2 years with all schedules:  
S Corporations  
1120's or 1120S: if partnership, 1065-K1  
Year to Date Profit & Loss Statement for all business entities

## Liabilities

Last 12 months cancelled rent checks (front & back)  
Last 12 months cancelled mortgage checks (front & back if applicable)

## Assets

Last 3 months checking/savings account statements: Last quarterly/3 months statements on all accounts including stocks, bonds or other assets (401K)  
Gift Letter (if applicable)

## Condominium/Co-op

Complete Condo/Co-op documents including: Declaration of Trust/By-Laws, Master Deed, Unit Deed-any amendments  
Name, phone number and address of Management company or Trustee of Condo/Co-op