

MORTGAGE REFINANCE CHECKLIST

Property

Appraisal Report

Title Report

Copy of Declaration Page of Homeowners Policy

Copy of current deed (subject property)

Copy of most recent tax bill

If Investment Property, Copies of signed current lease agreements or signed tenants statements on all rentals

Employment

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 two years with all schedules: S Corporations 1120's or 1120S: if partnership 1065-K1

Year to date Profit & Loss Statement for all business entities

If retired, need Social Security Income and Pension (if applicable)

If Stated Income, need Business License, Business Bank Statements to show cash flow and a CPA Letter stating the number of years in business, what the business is and how long the CPA has been preparing the borrowers taxes

Liabilities

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

Mortgage Statement from present mortgagee(s)

Alternate Credit if needed (phone bill, cable bill, electric, etc..)

Assets

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

Condominium/Co-op

Complete Condo or Co-op documents including: Declaration of Trust/ By-Laws, Master Deed-any amendments

Two years Co-op Financials

Complete Master Insurance Certificate and Fidelity Bond Coverage

Name, phone number and address of Management Company or Trustee Condo Association