

MORTGAGE PREPARATION CHECKLIST

- _____ 1. Legible copy of sales contract.
- _____ 2. Employment history for two consecutive years. Be sure to include the company's full name and current address with zip code. If a recent graduate, include college diploma or transcript.
- _____ 3. Residency verification for two years with addresses.
- _____ 4. Social Security numbers of borrowers.
- _____ 5. Verification information on all liquid assets including checking, saving, C.D.'s, money markets, stocks, bonds, etc...including addresses and account numbers.
- _____ 6. All outstanding debt obligations: name of firm, address, account number, and balance. For rental properties include mortgage information and a copy of lease agreement.
- _____ 7. Previous year's W-2's and most recent year-to-date check stub.
- _____ 8. On any mortgage loans held within the past two years, have name and address of mortgage holder and loan number. If any property has sold in the past two years, a certified copy of the closing statement and a copy of the warranty deed will be needed.
- _____ 9. If you have not owned property in the last two years, have name and address of present landlord.
- _____ 10. If applicable, provide information on other assets being used to close the loan.
- _____ 11. If self-employed, tax returns for previous two years. If incorporated, copies of corporate tax returns, year-to-date profit and loss statement and a balance sheet prepared by an accountant and signed by the borrowers.
- _____ 12. If commissioned, W-2's accompanied by a letter written by your employer verifying all expenses which are paid by the employer and two years tax returns.
- _____ 13. Verification of additional income such as pension, retirement fund, notes, royalties, etc. This income must be substantiated by previous tax returns.
- _____ 14. Copy of Drivers License for each borrower.
- _____ 15. Payment for appropriate fees (appraisal, credit report, etc.) are due at the time of application.

FOR ANSWERS TO ANY QUESTIONS, CONTACT YOUR MORTGAGE LENDER

Heritage Title Company of Austin, Inc.

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