



FOR THE JOY OF IT.

# Home Loan Checklist

Home Equity	Purchase	Refinance	Documentation
	<input type="checkbox"/>		Completed and signed purchase contract with addendums; evidence of earnest money on purchase contract.
	<input type="checkbox"/>		Copy of Executed Purchase Contracts for all "pending" real estate sale.
	<input type="checkbox"/>	<input type="checkbox"/>	Last two months' asset statements from financial institutions (other than Members First).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last two years' W-2s, 1099R's/Pension, Social Security Year end 1098R, 1099's.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide copies of 30 days of most recent paystubs for all borrowers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Federal tax returns for the last two years filed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of year end tax information for "other income used" (social security, pension, child support, alimony) for two years (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of support income (alimony, child, etc.) with child support history from the governing monitoring agency for last 12 months (if being used for qualification purposes).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last monthly statement for ALL mortgage loan types for which you have current monthly obligation (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Employed Borrowers: Last two years' corporate tax returns and copy of current year's profit & loss balance sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of current homeowners insurance policies for all real estate owned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you are currently renting, please provide full address and phone number for your landlord's information for the past two years.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have been divorced, copy of recorded divorce decree; and copy of the court support order if applicable for child support or alimony.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If subject property is a condominium, provide copy of Condo By-Laws and all necessary contact information for Condo Association HOA President.

Mortgage Loans

## Other Items to Bring (As Needed)

- Bankruptcy within the past seven years: Provide the full bankruptcy petition and notice along with a brief explanation of the financial hardship.
- Non-resident alien: Submit proof of residency approval from Immigration and Naturalization Service.
- Bridge loan or relocation assistance: Include the loan agreement and documentation of received funds.



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# Construction Loan Checklist



	Purchase	Documentation
Construction Loans	<input type="checkbox"/>	Construction building contract proposal from contractor signed by contractor and borrower(s).
	<input type="checkbox"/>	Specifications of home to be constructed.
	<input type="checkbox"/>	Blueprints (final copy, permit approved).
	<input type="checkbox"/>	Copy of contractor's license.
	<input type="checkbox"/>	Copy of contractor's draw schedule.
	<input type="checkbox"/>	Legal description of property site location.

## Things to Keep in Mind

- Before applying for new credit (e.g. auto loans or credit cards), or co-signing on a loan for a friend or family member, make sure you speak with your Mortgage Loan Officer to determine what type of impact this may have on your mortgage loan approval.
- Don't initiate or undertake home improvement projects without notifying your loan officer.
- Discuss any planned job changes with your Mortgage Loan Officer promptly.
- Inform your Mortgage Loan Officer about the source of down payment funds from family members or other institutions.
- Each applicant (borrower and co-borrower) should have a separate email address for efficient communication.

**For more information and assistance, contact the Members First Mortgage Department.**



**855.835.6328, ext. 1**



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