



# ITEMS NEEDED TO COMPLETE LOAN APPLICATION

Borrower's Initial Advisory

Prepared by: Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Broker \_\_\_\_\_ Email \_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

### TO BORROWER:

Borrower's name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

### FROM BROKER/LENDER:

Loan agent \_\_\_\_\_  
Broker/Lender \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

1. Loan application number \_\_\_\_\_
  - 1.1 Date your loan application was initially received \_\_\_\_\_, 20\_\_\_\_.
2. To complete your loan application and begin processing your loan, you need to provide us with information about your income and expenses and authorization to confirm that information.
3. Please provide us with the following items which have been checked:
  - a. W-2, and tax return for \_\_\_\_\_, 20\_\_\_\_.
  - b. W-2, and tax return for \_\_\_\_\_, 20\_\_\_\_.
  - c. Most recent pay check stub or direct deposit receipt for Borrower.
  - d. Most recent pay check stub or direct deposit receipt for Co-borrower.
  - e. Documentation of other income.
  - f. Current profit and loss statement for \_\_\_\_\_.
  - g. Three months of your most recent bank statements.
  - h. 12 months payment history on your rent or mortgage payments.
  - i. A copy of your rental or lease agreement.
  - j. A copy of your most recent home mortgage statement.
  - k. Bank receipt showing a balance of at least \$\_\_\_\_\_.
  - l. A copy of your driver's license.
  - m. A copy of your social security card.
  - n. A schedule of other real estate owned.
  - o. A copy of your mortgage note.
  - p. Bankruptcy discharge papers.
  - q. Divorce/dissolution papers.
  - r. \_\_\_\_\_
  - s. \_\_\_\_\_
  - t. \_\_\_\_\_
4. Please bring or mail these items to our office as soon as possible. If you have any questions, please call and ask for your loan agent.
5. Thank you for your loan application and assistance in gathering your personal information.

\_\_\_\_\_  
(Loan Processor/Transaction Coordinator)