

A woman is shown in profile, holding a baby in a field during sunset. The scene is bathed in warm, golden light, with the sun low on the horizon, creating a soft glow and lens flare effects. The woman is wearing a dark top, and the baby is wearing a striped shirt. The background consists of a grassy field and trees, all slightly out of focus.

Getting started with Mortgage Box

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LOAN DOCS CHECKLIST

EMPLOYMENT/INCOME

- Provide most recent paystubs for 1 month. Must be official with year-to-date earnings listed.
- Provide W-2's for the past two years.
- Please provide 1099's if applicable
- Provide all pages and schedules of last two years personal Federal tax returns
- If self employed, provide all pages and schedules of last two years business tax returns and corporate K-1's
- If retired, provide benefit award letter and most recent 1099s
- If VA and active duty personnel, copy of Statement of Service Letter
- Complete bank statement that reflects the withdrawal of earnest money check. All pages are needed, even if they are blank.

ASSETS

- Provide ALL pages of most recent (2 months) statements for all accounts being used for this transaction, including statement that reflects withdrawal of Earnest Money Deposit.
- The statements must be official and show your name, account number and the name of the banking institution. All large non-payroll deposits need to be sourced.
- If funds to close will come from a gift, complete the gift letter and the following: A) From the donor - bank statements showing the funds in the donor's account and a copy of the check from the donor's account or B) From the borrower - account activity showing transfer into your account
- If funds to close will come from sale of home, copy of HUD-1 from sale of home and account activity showing proceeds deposited into bank account

CREDIT

- Copy of enlarged driver's license and social security card
- Copy of divorce decree, if applicable
- Copy of bankruptcy papers, including all schedules and discharge, and credit explanation letter for reason for bankruptcy
- Letter of explanation on any late payments, collections, charge off's or derogatory credit
- Letter of explanation for all recent credit inquiries
- If VA, copy of DD214

PROPERTY

- Homeowners insurance agent's name, address, and phone number for the subject property. We will need to contact them for policy details.
- If refinancing, copy of note and mortgage statement from the current lender showing the account number
- If you're retaining your current residence, provide a mortgage statement showing taxes and insurance are included in the monthly payment
- If you live with a family member, letter stating you live rent-free
- If selling your current home, we will need the final Settlement Statement (HUD-1) on your current home. You will receive this document when you close on your current home.

MISCELLANEOUS

- A scanned, color copy of your identification card and social security card (front and back)
- Most recent mortgage statement on all properties owned
- Most recent property tax info on all free and clear properties and financed properties not impounded
- Homeowners insurance dec page on all free and clear properties and financed properties not impounded
- Most recent homeowner's association bill on all properties owned, if applicable
- Remember, it is important for your spouse to attend the closing, even if they are not on the loan. There will be forms at closing for them to sign.

DO'S AND DON'TS

- **DO NOT** apply for any new credit or credit cards. Credit inquiries can have a negative impact on your score and/or your loan approval
- **DO NOT** take out any new debt - either on your own or as a co-signer. This includes credit cards, student loans or other lines of credit.
- **DO** make all of your monthly payments as scheduled. Late or missed payments can have a negative impact.
- **DO NOT** quit your job or switch employers
- **DO NOT** work less hours at work or take any unpaid time off of work
- **DO** submit all of your documentation in a timely manner.
- **DO** submit any requested documents from the processor or underwriter as soon as possible
- **DO** notify me as soon as possible if there are any changes in income or contact information.
- **DO NOT** make any large deposits that are not related to payroll/pension/SSI/tax refund

A close-up photograph of a person's hand holding a blue pen, poised to write on a notebook. The notebook is open, showing several pages with blue ink diagrams and handwritten notes. The notebook is resting on a laptop keyboard. In the background, a laptop screen is visible, and a wooden pencil holder stands on the desk. The overall scene suggests a professional or business setting.

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**Thank you for placing your
trust in Mortgage Box.**

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