



LENDING CHECKLIST

Below you will find a list of documentation that our lenders generally require. Please gather this documentation and send it back to us along with your completed application and disclosures:

- Original completed loan application with all disclosures attached
- Copies of 2012 and 2011 Federal Tax Returns (all pages)
- Copies of 2012 and 2011 W-2's (if salaried)
- If you own more than 25% of a company, please provide us with your last two years of business tax returns.
- One month of pay-stub's (if salaried)
- Copies of your last two months statements from all asset accounts (checking, savings, 401ks's etc...), please remember to include all pages.
- Copy of Driver's License
- Copy of current mortgage statement (if applicable)
- Copy of note for secondary financing (if applicable)
- Name, Address and telephone number of your landlord covering the last two years of residency (if applicable)
- If your property is currently under any construction please contact us right away.

Once you have everything gathered, please contact us to make arrangements for getting us the documentation. We can either provide our Federal Express account number or make arrangements to pick up the package via a messenger.

Please contact us if you have any questions or concerns at 415-437-0300.