



DOCUMENT REQUEST LIST

BANK STATEMENTS

Statements that cover the most recent two months from **all accounts, all pages** even if blank.

PAYSTUBS

Paystubs (earnings statements) that cover the most recent 30 days.

TAX RETURNS

Most recent **two years personal tax returns (1040s)** dated and signed, all pages.

W2 FORMS

Most recent two year's W2s and 1099s.

SALES CONTRACT

Fully execute sales contract, all pages.

IDENTIFICATION DOCUMENTS

Clear, legible driver's license or passport, social security card if available & as applicable: resident alien card, work visa, employment authorization document.

FOR REFINANCE TRANSACTIONS

- Current statement for all existing loans secured by the subject property.
- Prior title policy
- Prior survey

OTHER DOCUMENTS, IF APPLICABLE

- Divorce Decree/Property Settlement Agreement – All pages.
- If you own other real estate - Copy of most recent monthly mortgage statements, insurance payment documentation, and proof of association dues.