



## **Purchase Application Checklist**

### **Documentation Needed:**

- Legible copy of Driver's License or Passport (for photo ID) along with Social Security Card.
- If a non-U.S. Citizen, please provide Permanent Resident Alien Card or VISA.
- If you already have an executed Purchase Contract, please send us a copy (or have your Realtor or Builder send a copy; all pages).
- If you do not yet have a Realtor, please check out our preferred partners by visiting the MHL website at [www.memberhomeloan.com](http://www.memberhomeloan.com) (then click on "Realtor Rebate").
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### **Income Documentation: (review list for all applicable income types)**

- Most recent consecutive 30-Days Paystubs (for all jobs; applicable to all borrowers).
- W-2 forms for all jobs covering the prior two (2) years (for all jobs; applicable to all borrowers).
- 1099 forms the prior two (2) years, if applicable, plus a YTD Financial Summary (applicable to all borrowers, as needed).
- Prior two (2) years of signed personal Tax Returns (all pages and schedules).
- Prior two (2) years of signed business Tax Returns (all pages & schedules); if a business owner.
- K-1 partnership forms for prior two (2) years, if applicable (to match up to business Tax Returns).
- Copy of any applicable business license.
- Letter from your CPA or Tax Professional verifying self-employed status.
- If retired, most recent Pension and/or Social Security Award Letter.
- Child Support income requires copy of executed Divorce Decree or Court Order and evidence of receipt of the Child Support income.
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### **Asset Documentation Needed:**

- Most recent 2 months of Bank or Credit Union statements (all accounts & all pages of each statement).
- Most recent 401k, IRA, or Investment statements (all pages of each statement).
- If using Gift Funds for the down payment and/or closing costs, please contact your Loan Officer to discuss the process and paperwork required.
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### **Miscellaneous: (please provide if applicable to you)**

- Copy of the "Note" from your last refinance or purchase of home (most recent transaction).
- Divorce Decree and/or any Child Support Court Order, if applicable (all pages/schedules).
- Bankruptcy papers; all pages and schedules if discharged within the last 7 years.
- Evidence of Student Loan Deferment, if applicable.
- Name, number, and email of your home insurance agent (or you may utilize our preferred partner, Cash Insurance Services at 281-785-6464 or [ccash@cashinsuranceservices.com](mailto:ccash@cashinsuranceservices.com)).
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Please note that as your loan file progresses, additional information/documentation may become needed.