

Required Documents for all Purchases

INCOME:

If you are a salaried or hourly employee:

- Current pay stubs
 - If you get paid monthly (last 1)
 - If you get paid semi-monthly (last 2)
 - If you get paid bi-weekly (last 3)
- 2015, 2016 & 2017 W2 Forms
- 2015, 2016 & 2017 Personal Federal income tax returns (including all schedules)

If you are Self-employed (Sole Proprietor) or work on Commissions and/or Bonuses:

- Most Recent Pay stub (if applicable)
- Complete 2015, 2016 & 2017 personal Federal Income Tax Returns (including all schedules)
- 2015, 2016 & 2017 W2 Forms (if applicable)

If you are in a Partnership:

- Most Recent Pay stub (if applicable)
- Complete 2015, 2016 & 2017 personal Federal Income Tax Returns (including all schedules)
- 2015, 2016 & 2017 W2 Forms (if applicable)
- Schedule K-1 for 2015 & 2016 & 2017

If you have Retirement Income:

- Award Letter from corporate, government, or military retirement/pension organization
- 2015, 2016 & 2017 W2 Forms/1099
- 3 Months bank statements showing regular deposits

If you have Social Security Income:

- Copy of Social Security Award Letter
- 2015 & 2016 & 2017 W2 Forms/1099
- 3 Months bank statements showing regular deposits

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ASSETS:

- Two most recent months bank statements (all pages) for checking and saving accounts
- Two most recent months stock account statements (all pages)
- Most recent quarterly 401K Statement (all pages)

MISCELLANEOUS:

- Copy of your Ratified Sales Contract
- Photocopy of Driver's License (needed for all borrowers)
*** PLEASE ENLARGE DRIVER'S LICENSE ON COPIER FOR READABILITY)
- Non-US Citizens – a photocopy of the passport/visa/permanent resident alien card (front and back) that includes “Country of Citizenship”
- If Property to be Titled in Trust – Copy of Complete Trust Documents

Please feel free to call me or my assistant Missy should you have any questions. I can be reached on my office number 240-415-5063 or you can call me on my cell if it is after hours 301-606-3928. Missy can be reached at 540-504-7033.

We look forward to working with you!