

Primary Residential Mortgage, Inc.

MORTGAGE APPLICATION CHECKLIST

We have prepared the following list as thoroughly as possible. However, our review of the items requested can result in a need for additional information. With this in mind, please respond quickly to this request. It will aid us in our attempt to provide you with prompt and efficient service. Copies of all items are acceptable unless otherwise noted.

For all loan programs:

- Copies of driver's license and social security card.
- Residence addresses for the previous two years
- Name, address, and phone number for every employer you worked for over the last two years.
- Pay-stubs for the most recent 30-day pay period.
- Verification of other income (i.e. award letters): Social Security, VA compensation, pension or retirement income, etc.
- W-2 forms for the last two years.
- Signed copies of tax returns for the last two years (if self employed, or if bonus, commissions, or overtime income is being used to qualify).
- Transcripts (if you were a student during the last two years).
- Leases (if you own rental property).
- Bank, credit union, and investment account statements for the past two months. Please provide all pages. (Internet versions are not acceptable).
- Check for appraisal, credit report, other: _____ for \$ _____.
- For all credit accounts with balances: creditor's name, account number, balance, and monthly payment.
- Signed purchase contract.
- Name and number of insurance agent (for homeowner's policy).
- Divorce and/or separation agreement (if applicable).
- Full set of bankruptcy papers (if bankrupt during the last ten years).
- Other: _____
- Other: _____

If applying for a VA loan:

- Copy of form DD-214 (discharge paper).
- Original Certificate of Eligibility (if you have ever received one, otherwise we'll order one for you).
- Statement of Service from your commander (if active military).