

## Refinance/Equity Loan & Line of Credit Application Checklist

Here is a list of some of the things you may need to apply to refinance your mortgage. Based upon the type of refinance you are doing, some, or even most of the items on this checklist may not be necessary.

Your current residence address, or addresses, for the past two years.

Social security numbers for all borrowers.

Your employment history for the past two years. You'll need your employer(s) name, address and phone number.

Income information for all borrowers. You'll be asked to include salary, overtime, bonuses, commissions, interest/dividend, retirement income and any other regular source of income.

W2 forms for the past two years in addition to paystubs covering the prior 30 day period. If income being used to qualify for this loan is from self-employment, copies of complete income tax returns for the past two years are required. (Business and personal)

Social Security or Retirement awards letter (if applicable)

The year you purchased the property being refinanced, its original cost, current loan balance and payment amount. (last mortgage statement)

Bank and brokerage account information, including the institution name and current balances.

If you own any real estate (other than the property you're refinancing), we'll have some basic questions including, address, current market value, the amount you owe, the amount of rental income you receive (if any), and what your monthly payment is. Income tax returns for the past two years may also be required.

Information about your current debts. We'll ask for the name of the creditor, the account number, the current balance owing and the amount of your monthly payment.

Proof of homeowner's association fee (if applicable)

Copy of warranty deed.

Copy of existing title policy. \*\*

Copies of existing insurance policies on subject property (must have sufficient coverage as determined by lender)

Survey, if available \*\*

\$17.00 Application fee

**\*\* Please be aware that if these items are not submitted with your application, a delay in closing may occur and additional costs may be potentially incurred.**

**Note:** If you are requesting that specific debts be paid off as a result of this refinance, you are responsible for providing us with the most recent statements for those accounts. Furthermore, you must continue to make timely payments on these accounts as they become due until your loan application request has been approved, closed and funded. Failure to adhere to these instructions may result in late fees and penalties being imposed by these creditors.