LOAN DOCUMENTATION

We look forward to helping you secure the mortgage and purchase your home!

Below is a checklist of documentation that is required to be submitted.

Some items are needed initially, others can be provided as they become available (ex: Homeowners insurance). Providing documents as they become available is a good proactive measure to limit delays due to last-minute requests.

Items can be submitted thru personal email or by uploading to a secure dropbox using the link provided.

If you would like additional information about what is required and why, please visit our site: www.simmortgage/mortgage-docs.

Identification & Court Documents
Copy of Driver's License (front and back)
Copy of Social Security Card
If applicable: Copy of Divorce Decree
VA Loans: Certificate of Eligibility or Copy of DD214

Financial Situation – Rent/Debts/Foreclosures/Late Payments
Currently Renting: provide Landlords name, phone number and address. Twelve months cancelled rent checks may be necessary for private landlords.
Living with a family member: Letter stating that you live rent free.
Bankruptcy: Copy of papers, including all schedules and discharge, credit explanation letter for reason of bankruptcy
Foreclosure: Papers including title release for the specific address
Late payments, charge offs, collections or derogatory credit: Letter of explanation
Recent Credit Card Inquiries: Letter of explanation for all recent credit inquiries within the past 120 days outlining the reason for and the result of the inquiry

Income
Income/Paystubs: One month for all income sources (salary, commission, bonus, social security, annuity, alimony, child support, etc.)
W-2's: for past 2 years
Tax Returns: All pages and schedules for the past 2 years
Rental Income: provide a copy of current lease agreement and mortgage statement
VA: Provide copy of statement of Service letter and Off Base Housing Authority Letter

Assets: Provide the following for accounts that will be used for the escrow deposit, down payment, or closing costs.
Accounts: (Checking, savings, stocks, IRA's, 401K's, etc) Provide most recent two months of statements. The statement must show your name, account number, and the name of the banking institution.
Gifted Funds: Complete the gift letter Provide the donor bank statement showing the funds in the donors account Provide a copy of the check from the donors account Provide the deposit slip from the borrowers account showing the check deposited into the account.
Current Home Sale Profits: Copy of the HUD-1 from sale of home Deposit slip showing the proceeds depositing into the bank account.

Property
Homeowners Insurance: Agents name, address and phone number
Refinance: Copy of note and mortgage statement from current lender showing the account number
Retaining Current Residence: provide a mortgage statement showing if taxes and insurance are included in the monthly payment. If not most recent tax bill and insurance policy receipt.