

VILLAGE BANK MORTGAGE CORPORATION

CHECKLIST FOR MORTGAGE APPLICATION

We've prepared this checklist to make sure you have all the information you need to process your mortgage application as quickly as possible. By taking time to gather the necessary documents before your mortgage interview, you can help get the application process off to an efficient start.

Your originator will tell you which of the items below apply to you. If you need help or have any questions about any of the items, please give us a call.

BORROWER NAME: _____

INCOME DOCUMENTATION:

- 2 YEARS W-2'S
- 1 MONTH'S PAYSTUBS
- Last 2/3 years signed 1040's, all schedules
- Last 2 years business tax returns, all schedules
- Proof of Social Security or Pension Income
- Proof of any rental income
(Current leases and/ or tax returns)
- Divorce Decree, Separation, Property Settlement Agreement
- Proof of support/ alimony income
- Other: _____

ASSET INFORMATION:

- Last 2 months bank statements (all pgs)
- Last 2 months investment statements (all pgs)
- Copies of stocks, bonds and US savings bonds
- Real Estate you now own:
 1. Address and current market value
 2. Lender name and account number
 3. Property taxes and insurance costs
- Sale agreement on Listing Agreement on Home (if selling)
- HUD 1 on sale of home
- Gift Letter and proof of receipt

LIABILITY INFORMATION:

- A complete list of current debts including lender name and account #, outstanding balances, and minimum required payments
- Last 12 months cancelled checks (front & back) showing payment of rent

ATTORNEY/ TITLE COMPANY INFO

- Name and Telephone Number of closing attorney and/ or title company

- Homeowners insurance agent & telephone #

HOME INFORMATION:

IF PURCHASING:

- Copy of your purchase agreement

IF REFINANCING:

- Mortgage Holder, account # and balance owed on mortgage.
- Copy of survey, title insurance, and homeowners insurance policy
- Copy of mortgage loan note
- 2nd Mortgage Information (Pay or Subordinate)

IF BUILDING A HOME:

- Completed and signed building contracts
- Set of plans (Blueprints)
- Specification Sheet (materials to be used)
- Builder's License Number
- Copy of the deed or contract on land
- Survey of land (if available)

MISCELLANEOUS INFORMATION:

- College diploma/ transcripts
- Copy of DD-214 or VA Certificate of Eligibility
- Landlord name(s), address & phone number for
- Copy of earnest deposit check
- Check for \$_____ for appraisal payable to Village Bank Mortgage Corporation
- Check for \$_____ for mortgage credit report Payable to Village Bank Mortgage Corporation
- Copy of Driver's License
- Car Title
- Copy of Green Card or Visa
- Bankruptcy Papers (Petition & Discharge)
- Credit Explanation Letter
- Check for \$_____ for Application Fee
- Other: _____

SIGN AND RETURN ATTACHED DOCUMENTS: _____