
MORTGAGE APPLICATION CHECKLIST

Thank you for choosing Watermark Home Loans. Here is a checklist of the items needed prior to locking in the interest rate, loan submission, and underwriting:

- Pay Stubs** (for each borrower, all paystubs for most recent 30 day period)
- W2's** (for each borrower, last 2 years)
- Personal Tax Returns** (for each borrower, last 2 years federal returns only, all pages & schedules; include K-1's if applicable)
If most recent return is not yet filed, please provide extension letter
- Business Tax Returns** (for each self employed borrower with more than 25% ownership, last 2 years, all pages and schedules)
If most recent return is not yet filed, please provide extension letter
- Asset/Bank Statements** (last 2 consecutive months or most recent quarterly statement, all pages; if purchase, include statements for each account used for each portion of the down payment)
- Homeowners Insurance** (insurance declarations page, or insurance agent's contact information for all properties owned)
- Drivers License or Passport** (unexpired)
- Credit Card Authorization Form** (completed and signed, for appraisal or other charges)
- Mortgage Statement** (for refinance only, most recent statement for every mortgage for all properties owned)
- Purchase Agreement** (for purchase only, fully executed by all parties)
- Earnest Money Receipt** (for purchase only, provide copy of deposit check once deposit has been made)
- Note for Second Mortgage** (only need for refinance where existing second lien is being subordinated)
- VA Form DD-214** (for VA financing only)
- Other:** _____
- Other:** _____
- Other:** _____

At your earliest convenience, please email or fax the above listed documents to me so I may expedite your loan file.

Also, during the loan process, please:

1. continue to make your current mortgage payment on time until the new loan funds
2. do not apply for any new credit
3. do not make any non-standard deposits or move money between accounts
4. do not start any home improvement projects
5. understand the appraisal fee, and any other inspection fees, are non-refundable

Thank you, and we look forward to working with you.