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"Your Seattle Area Mortgage Team"  
www.seattleapproved.com

## Items Needed to Complete a Mortgage Application Checklist

### Salaried Employee:

- Please provide copies of W2 forms for the past two years
- One month current pay stubs with year-to-date information.

### Self Employed:

- Please provide copies of tax returns for the past two years.
- YTD profit and loss statement

### Retired:

- Copy of Social Security Award Letter
- Provide copies of tax returns for the past two years

### VA Borrower:

- Copy of your Certificate of Eligibility

We have provided a PDF of the [Request for Certificate of Eligibility](#). Please print, fill it out and follow the instructions on page 2 as to where to mail the form. You may also be able to bring the form to your local VA office for more speedy service.

### In Addition:

- Three months recent bank statements for all accounts; including money markets, mutual funds, stocks, IRA's, 401-k, etc.
- Mortgage company account numbers and addresses (past 2-years). If renting, landlord name and address (past 2-years).
- Copy of divorce and/or child support papers.
- Copy of Driver License.
- If you are not a US citizen we need a copy of your Green Card (back and front).
- If you are not a permanent resident please provide us with your H-1 or L-1 Visa.
- If you own rental property, please provide rental agreements and two years tax returns.
- Letters of Explanation are sometimes requested regarding such things as gaps in employment, maternity leaves, late payments, collection accounts, judgments and bankruptcies. This information provides the underwriter with information that the standard application does not provide.

- If you have had a bankruptcy we need to know the date you filed and when it was discharged. Also, provide all documents regarding your bankruptcy.
- Payment for the appraisal, \$400, must be received with sales contract. We will provide you with name of the appraisal company.
- If you are closing with gift funds, we will need the following: Gift Letter (should include the date of gift, the amount and donor's name, address, telephone number and relationship, statement that repayment is not expected).  
Copy of the check (front and back) and a copy of the deposit slip. [PDF Gift Letter](#)

**Purchase:**

- We need a copy of the purchase and sales contract.
- Payment for the Appraisal \$400 must be received with sales contract. We will provide you with the name of the appraisal company.
- Name and phone number of the homeowner's association (if applicable)
- Name of Condo, Co-op, or PUD (Planned Unit Development) project or development
- Homeowners insurance must be obtained. You must supply us with the name and phone number of the company and agent of your choice.

**Refinance, Second Mortgage, and Equity Line of Credit:**

- Copy of your mortgage statement
- Please provide brief letter stating your reasons for refinancing, and your plans for the proceeds.
- The year the property was acquired
- The original cost of the home
- Cost and description of improvements
- Please provide a copy of the note on your first mortgage. This should be with the information given to you at closing from your title company along with all of your other loan documents.

**New Construction:**

- Need the year the property was acquired
- The original cost of the lot
- Estimated cost of construction
- Amount of any outstanding liens

Occasionally, conditions will arise during the underwriting processing and we may need to request additional information from you. It is important that we receive this information as soon as possible to insure that your loan funds on time. The documentation we ask for may sometimes seem excessive, but please understand, we are only requesting the necessary documents.