

Homebuyer Application Checklist



Here's a complete list of documents we often ask for when applying for a mortgage. Not all of this will apply to you, and it's not all needed at once! Your mortgage originator will guide you based on your specific circumstances.

Employment/Income

- W-2 forms** for the most recent two years
- Pay stubs** for the most recent 30-day period
- Employer name/ mailing address** for jobs held in last two years (please include contact person)
- Written **explanation of employment gaps** of 30 days or more during the last two years
- Proof of **receipt of alimony or child support**, if needed to qualify for this loan
- Transcript or diploma**, if you were a full-time student within the past two years
- Most recent two years signed **corporate and personal federal tax returns with all schedules and a YTD profit/loss statement**, if self-employed or 25% or more ownership in a corporation
- Rental income**, including leases for all properties or most recent two years signed federal tax returns with all schedules, if applicable
- Disability/retirement/Social Security/trust income**, including award letters, deposit statements, pay stubs, etc.

Debts

- Information on all current loans**, including name, address, account numbers, current balance, and monthly payment (please include any credit cards paid in full monthly)
- Information on other real estate**, including name, address, tax and insurance costs for other real estate owned (unless sold prior to closing this transaction)
- Child support and maintenance obligations**, including copy of divorce decree or separation agreement to verify monthly obligation
- Written **explanation of any known credit issues**

Assets

- Three months of complete official **statements verifying down payment/closing cost funds**
- Most recent complete official **statements for other assets** (i.e., mutual funds, 401(k)s, IRAs)
- Estimated **value of cars and other personal property**

Property Information

- Copy of the **purchase contract**, including the property condition disclosure statement
- Copy of **legal description or deed** on the home you're purchasing
- Copy of **most recent property/school tax receipts** for home you're buying
- Contact info (including email) for **listing/selling agents, as well as attorneys** for you and seller
- Listing agreement/contract for any **properties you are selling**
- Closing statement on any **properties you sold** in the last three months

If Refinancing

- Copy of **current deed/title insurance policy** (or closing statement showing title company)
- Copy of **most recent property/school tax receipts**
- Copy of **most recent homeowners insurance policy** showing premium
- Copy of **current mortgage-holder statement** with payoff information

If New Construction

- Blueprints and builder's specifications
- Construction contact**
- Plot plan survey map**, if available

Call **(518) 793-4121** or visit **gfnational.com** for more information or to apply.

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