

Home Loan Checklist

When applying for a Mortgage Loan, please provide the following information (By providing documents early in the application process it helps keep your file moving without delays):

- Most recent payroll stubs reflecting 30 days of income & YTD earnings. (Name needs to be on check stub. If name is not on check stub, we need payroll name and FAX number of your payroll department.) Three paystubs for bi-weekly or five for weekly are needed.
- Most recent two years tax returns, including all schedules for personal and business entities.
- Most recent two years of W-2s.
- If you have a savings and checking with another financial institution, please provide your most recent two months of bank/credit union statements. (Your name and financial institution name must appear on the statement and include two months of transaction history. Please include all pages.)
- Most recent statements on stocks owned, cash value of life insurance, 401K programs, and pension plans. (Your name and financial institution name must appear on the statement with all pages included.)
- Most recent statements on any loans, credit cards, or debts that will be paid off with loan.
- Declaration page of home owner's insurance policy for each property owned. One year paid receipt for new home purchases.
- Offer to purchase if buying a home.
- Copy of previous title insurance policy if refinancing a home, as well as current mortgage statement.
- Real estate property tax bill(s) for each property owned.
- Divorce decree (if you receive child support, provide documentation for one year.)
- Complete list of residency and employment covering the last two years including the name/ address/phone numbers for all employers and past/present landlords.

First-time Home Buyers and members utilizing our Down Payment Assistance Program will be required to complete Home Buyer Education and provide a completion certification. Course can be completed online at <https://homeready.frameworkhomeownership.org/>. If receiving Down Payment Assistance please complete online at <https://fhlbc.frameworkhomeownership.org/>. **(Please contact your Mortgage Loan Originator for the course that is required.)**

**To apply, visit any of our offices, call us at 800-398-2667,
or go to www.covantagecu.org/applyonline**