

# CONDOMINIUM FINANCING CHECKLIST

Please bring the following items to your reservation appointment so we can submit the most accurate information during the prequalification process.

- Photo ID** - Federal law requires all financial institutions to obtain, verify, and record information that identifies each person opening an account.
- W2's** - For the last 2 years.
- Pay stubs** - To include the past 30 days. Must be computer generated.
- Bank statements** - For the past 2 months. Must include institutions name, address, account number(s) and balance(s) for all accounts.
- Asset Accounts** - IRA, 401k, mutual funds, stocks, etc.
- Divorce Decree** - If you are divorced, a copy of your full divorce decree with any amendments.
- Alimony or Child Support** - If you pay, you will need to bring a letter from "Friend of the Court" stating payment amount and showing account is current OR cancelled checks for the past 12 months if paying directly to the recipient.
- Self-employed** - If you are self-employed, employed in a family business, a tradesman, or your income is based on commissions, bring tax returns for the last 2 years with ALL Schedules AND a year-to-date profit and loss statement.
- Payoff** - Please bring a current statement from your current mortgage company or call to inquire about your payoff.
- Title** - If you cannot find your title, you can apply for a duplicate at the Secretary of State office.