

REQUIRED ITEMS FOR PROCESSING A LOAN







 $| \checkmark |$

Must PROVIDE the following CHECKED ITEMS



LEGIBLE COPY of front of each BORROWER'S DRIVER'S LICENSE AND copy of front & back of GREEN CARD (if applicable)

COPIES of the most recent 30 days worth of PAY CHECKS

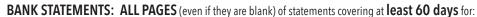
COPY of ALL 1099's and/or W-2's from ALL employers for previous two tax years

COPY of ALL PAGES for previous two tax years for:

· Personal (form 1040 & all supporting schedules)

· Corporate · Partnerships (K1's)

ALL PAGES, ALL SCHEDULES



· Checking · Savings

· IRA/401k/ · Stocks, bonds, CD, or other investment accounts

* SPECIAL NOTE FOR ONLINE BANK STATEMENTS: The requirements for bank statements on all loans are that the statement must have the name of the owner of the account, the account number, and the balances. Please be sure that your online statements meet these requirements. Thank you!

INSURANCE INFORMATION: Name & Phone Number of your **INSURANCE AGENT**. This information is necessary to bind coverage on your home prior to closing.







COPY OF PROFIT & LOSS STATEMENT AND BALANCE STATEMENT 2016 current YTD.

COPY OF AWARD LETTERS: Retirement, Pension, Social Security, Military Retirement, Disability, etc.

CHILD SUPPORT INCOME: Copies of Checks or Evidence of Deposits of child support and/or Alimony for the past 12 months.

CREDIT EXPLANATION LETTER: Reason, Remorse, Resolution format for "derogatory" (late pays, judgments, bankruptcy, collections, foreclosure, etc.) credit items reviewed in mortgage consultation.

GIFT FUNDS: If you are using gift funds for your down payment, we will help coach you through this process.

APPROXIMATE SALE PRICE: If you are SELLING YOUR HOME FIRST

COPY OF BANKRUPTCY Proceedings (all schedules) AND DISCHARGE NOTICE: If within the LAST 7 YEARS

DIVORCE DECREE to include **Property Settlement** and all **Child Support Documentation** (If there is child support or separate maintenance and if applicable)

DATE OF COMPLETION OF FORECLOSURE & any supporting documents

DATE OF COMPLETION OF SHORT SALE & any supporting documents

PROVIDE

ITEMS
only if items
APPLY to YOU





OPTIONS
TO RETURN
REQUIRED
DOCUMENTS

Email mcginnisteam@wvmb.com

Dropbox we can set up dropbox folder for you

FED EX we can provide a FEDEX slip for you

Mail, FED EX, or Drop Off at WV Office 2320 130th Ave. NE, Suite 230, Bellevue, WA 98005



JEFF MCGINNIS Mortgage Consultant (206) 283 5626 ph (425) 818 7601 fax

Wallick & Volk Mortgage lending since 1932

mcginnisteam@wvmb.com



This is not a commitment to lend or extend credit. Restrictions may apply. All loans subject to credit approval. NMLS 279369 | MLO-279369 | CL-142878 | Corporate NMLS 2973