

Mortgage Application Checklist



PHOTO ID

Driver's License or other Government Photo ID

FOR HOME PURCHASE LOANS

Sales contract with original signatures, along with a copy of the earnest money check

RESIDENCY

Complete address for each residence at which you have resided during the past 24 months

EMPLOYMENT

Names, addresses, and phone numbers of all employers for the past two years. Copy of employer's relocation agreement if applicable

VA LOANS

Copy of DD214 and/or Certificate of Eligibility

DIVORCED OR SEPARATED PERSONS

Complete divorce petition, signed, recorded final decree, and/or separation agreement

ASSETS

Most recent 2 months original bank statements on all checking, savings, credit union, and investment accounts (must include ALL pages)

INCOME

Past 2 Years W2s and/or 1099s

Last 30 days Pay Stubs

Self-Employed: Two Most Recently Filed Personal & Business Tax Returns

Award Letters for Social Security

Award Letters for Retirement/Pensions

Court Order for Child Support and/or Alimony

RENTAL PROPERTIES

Copies of current leases and tax returns

Copy of insurance declaration page

Copy of real estate tax bill

Copy of mortgage statement if property is financed



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Capital City Home Loans, LLC

MLO NMLS ID# 761190 | Licensed in AL, FL, GA, NC, SC, TN

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