

# Home Loan Checklist

	Home Equity	Purchase	Refinance	Documentation
Mortgage Loans		<input type="checkbox"/>		Completed and signed purchase contract with addendums; evidence of earnest money on purchase contract.
		<input type="checkbox"/>		Copy of Executed Purchase Contracts for all “pending” real estate sale.
		<input type="checkbox"/>	<input type="checkbox"/>	Last two months’ asset statements from financial institutions (other than Members First).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last two years’ W-2s, 1099R’s/Pension, Social Security Year end 1098R, 1099’s.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide copies of 30 days of most recent paystubs for all borrowers.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Federal tax returns for the last two years filed.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of year end tax information for “other income used” (social security, pension, child support, alimony) for two years (if applicable).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of support income (alimony, child, etc.) with child support history from the governing monitoring agency for last 12 months (if applicable).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last monthly statement for ALL mortgage loan types that you have current monthly obligation (if applicable).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Employed Borrowers: Last two years’ corporate tax returns and copy of current year’s profit & loss balance.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of current homeowners insurance policies for all real estate owned.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you are currently renting, please provide full address and phone number for your landlord’s information for the past two years.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have been divorced, copy of recorded divorce decree; and copy of the court support order if applicable for child support or alimony.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If subject property is a condominium, provide copy of Condo By-Laws and all necessary contact information for Condo Association HOA President.	

## Other Items to Bring (As Needed)

- If you have declared bankruptcy within the past seven years, a complete copy of the bankruptcy petition and notice. Provide brief written letter of explanation regarding the circumstances concerning the financial hardship causing the bankruptcy.
- If you are a non-resident alien, evidence of approval residency issued by the Immigration and Naturalization Service.
- If you are receiving a bridge loan or relocation assistance, copy of the agreement and documentation of the source of funds received.



MEMBERS FIRST  
CREDIT UNION

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	Purchase	Documentation
Construction Loans	<input type="checkbox"/>	Construction building contract proposal from contractor signed by contractor and borrower(s)
	<input type="checkbox"/>	Specifications of home to be constructed
	<input type="checkbox"/>	Blueprints (final copy, permit approved)
	<input type="checkbox"/>	Copy of contractor's license
	<input type="checkbox"/>	Copy of contractor's draw schedule
	<input type="checkbox"/>	Legal description of property site location

## Things to Keep in Mind

- Do not apply for any new credit such as auto loans or credit cards as this may affect your mortgage qualification. This includes co-signing on loans for friends or family.
- Do not start any home improvement projects and notify your loan officer immediately at time of loan interview if you have any unfinished or unpermitted projects pending.
- If you are planning a job change, please discuss with your Mortgage Loan Officer as soon as possible.
- If your purchase loan down payment source of funds include any family member gifts or funds from another institution, discuss with your Mortgage Loan officer to determine necessary documentation.
- For faster communication, each applicant (borrower and co-borrower, if applicable) should have their own email address and provide them (no shared email addresses).

**For more information and assistance, contact the Members First Mortgage Department.**



855.835.6328, ext. 1



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