Denny Andrews | Licensed Mortgage Originator #897584
425-753-2602 | denny@dennya.com | dennya.com

BORROWER RESOURCE GUIDE

REAL ESTATE LOAN NEEDS LIST

Documentation checklist and loan-process guidance

Thank you for trusting me and my team with your real estate financing transaction. The most common causes of loan delays and missed closing or rate-lock dates are incomplete documents, including:

- A bank statement missing its final page.
- A tax return that has not been signed.
- A large deposit on an asset statement without sourcing documentation.

This list is intentionally comprehensive. Providing complete documentation is one of the best ways to support an easy, seamless transaction. Please call me if you have questions about any requested item or whether it applies to your circumstances.

Important privacy reminder: Please submit financial statements, tax returns and other sensitive documents through the secure portal provided for your transaction. Do not send Social Security numbers or complete financial documents by ordinary email.

THINGS NOT TO DO DURING THE LOAN PROCESS

- Apply for new credit.
- Purchase a big-ticket item.
- Co-sign for anyone.
- Move money between accounts unless necessary; contact us first when possible.
- Change jobs.
- Change compensation plans.
- Start a major project on your home.
- Become involved in lawsuits or legal issues if they can be avoided.
- Get married, separated or divorced without promptly notifying us.
- In general, avoid changes that may require a lender to request additional documents or explanations.

IDENTITY VERIFICATION

- Full legal name, Social Security number and birthdate for each borrower.
- Social Security card(s), when requested.
- Individual phone number and email address for each borrower.
- Current and former residential mailing addresses covering the last two years.
- Unexpired photo identification for each borrower, such as a driver’s license, state-issued photo ID or passport.
- When applicable, a copy of a permanent resident card, employment authorization document or work visa.
- A government-issued military ID may also be acceptable.

INCOME VERIFICATION

Denny Andrews | Licensed Mortgage Originator #897584
425-753-2602 | denny@dennya.com | dennya.com

- Company names, addresses, job titles and phone numbers for all employers during the last two years.
- All pay stubs covering the most recent 30 days.
- W-2 forms for the past two years.
- 1099 forms for the past two years, when applicable.
- Complete signed federal income tax returns (Form 1040) for the past two years, when required.
- A signed and dated written explanation for employment of less than two years or any employment gap during the last two years.
- For rental-property income, all lease agreements and bank statements showing deposits into the applicable accounts.
- For pension or disability income, award letters or other documentation and bank statements showing deposits.
- For Social Security income, the most recent benefit verification or award letter and bank statements showing deposits.
- If being relocated by an employer, a copy of the company relocation policy or agreement.
- For pension or annuity income, letters stating the amount and duration of the benefit (for example, lifetime, five years or ten years).
- For royalty payments, interest, dividends, seasonal income, capital gains or notes receivable, supporting documentation and bank statements showing deposits.
- We may obtain tax transcripts or other documents directly from the IRS with appropriate authorization.

FEDERAL TAX RETURN DETAILS

- Complete signed tax returns with all accompanying schedules.
- Year-to-date profit and loss statement signed by the preparer or CPA, when required.
- Year-to-date balance sheet signed by the preparer or CPA, when required.
- Distribution letter and supporting documentation when distributions are being used as monthly income; the source must generally support the required continuance period.
- Documentation confirming ownership interest in a partnership, S corporation, C corporation or sole proprietorship.
- When requested, an accountant or tax preparer letter confirming the ownership structure and percentage.
- Confirm that every return is complete, includes all schedules and is signed where required.
- Confirm that the required number of years has been included.

ASSET / BANK STATEMENTS

- Complete statements for personal and/or business checking, savings, brokerage, retirement and money-market accounts used to verify assets, including IRAs and 401(k) accounts.
- Provide the two most recent monthly or quarterly statements, as requested.
- Include every page of each statement, including pages that are blank or contain disclosures only.
- Written documentation explaining and sourcing any large deposits, excluding ordinary payroll deposits.
- When gift funds are being used, provide the required gift letter and source-of-funds documentation.
- Do not deposit gift funds until you have spoken with us; we will provide instructions and the appropriate gift-letter form.
- When stocks, bonds or other investments are sold, provide a complete accounting of the sale and evidence that the proceeds were deposited.

- Copy of the gift check or wire confirmation from the family member, when applicable.
- Copy of the earnest-money wire receipt or cancelled check and a complete statement from the account on which it was drawn.
- A copy of the final settlement statement for any property sold during the last 12 months.

BANKRUPTCY DISCHARGE PAPERS

- Legal proof of discharge for any bankruptcy appearing in a borrower's credit history.
- Additional bankruptcy documentation needed to verify that the applicable waiting period has been satisfied.
- A signed and dated letter explaining the circumstances surrounding the bankruptcy, when requested.

CREDIT

- A signed written explanation and supporting statements or verification for special credit circumstances, including derogatory credit or financial hardship.
- Notice of any credit freeze, fraud alert or security restriction on a credit file.
- If rental history is being used to qualify: landlord name, address and phone number, plus the most recent 12 months of cancelled checks or account statements showing rent payments (including Venmo or similar records).
- Student-loan payment documentation, including the upcoming payment schedule if payments are deferred.
- Payment authorization information when needed for appraisal, verification of employment, credit supplements or similar third-party services.

PROPERTY INFORMATION

- Bank statements or cancelled checks showing the most recent three months of mortgage payments through closing, when requested.
- Current mortgage statement showing whether taxes and insurance are included in the payment.
- Most recent statement for any second mortgage or home-equity line of credit.
- Mortgage transfer notices if a mortgage has been sold or transferred during the last six months.
- HOA dues statement for a condominium or planned unit development (PUD).
- Name and phone number for the homeowners association and management company.
- Most recent real-estate tax statement.
- Confirmation that the water heater is properly strapped when required.
- Confirmation that required carbon monoxide and smoke detectors are installed.
- Septic-system information, when applicable.
- If selling a current home, a copy of the signed final settlement statement. If the sale has not closed, provide an estimate of proceeds from the real-estate professional; the final statement must be provided before closing.
- Property seller's disclosure statement, when applicable.
- Information about when the heating and cooling systems were last serviced or inspected.
- Information about improvements made since the seller purchased the property, including whether work was completed by licensed professionals or the homeowner.
- Age and condition of the roof. A roof may be functioning today but still represent a near-term capital expense.
- Age and condition of the septic system. Because components are underground, a professional inspection may identify issues that are not otherwise visible.

Denny Andrews | Licensed Mortgage Originator #897584
425-753-2602 | denny@dennya.com | dennya.com

VA DOCUMENTS

- VA Certificate of Eligibility.
- Form DD-214 or, for active-duty service members, a Statement of Service.
- Most recent Leave and Earnings Statement for active-duty service members.

REVERSE MORTGAGE DOCUMENTS

- Reverse Mortgage Counseling Certificate, signed and dated.
- Most recent Social Security benefit verification or award letter for each borrower.

HOMEOWNERS INSURANCE

- Homeowners insurance declaration page and the insurance agent’s contact information.
- Evidence of homeowners insurance showing required coverage and effective dates.

PURCHASE CONTRACT

- Complete purchase and sale agreement signed by the buyer and seller, including all addenda and counteroffers.

LEGAL

- Complete bankruptcy documentation, when applicable.
- Documentation relating to lawsuits, judgments or other legal matters, when applicable.
- Child-support agreement and evidence of timely payments when child support is paid or received.
- If a trust is involved in any part of the transaction, a complete copy of the trust agreement and any required trustee statement.
- If selling a current home, the final settlement statement and escrow instructions, when requested.
- If divorced, a complete filed copy of the divorce decree, including every page and any stipulations or modifications.
- Power of Attorney, signed and notarized, when applicable and approved for the transaction.
- Consent to receive electronic communications, when required.

FIRST-TIME HOME BUYERS

- Twelve months of cancelled checks or account statements documenting rent payments; or
- A signed letter from the family member or housing provider confirming that the borrower lived there rent-free.

ASSET STATEMENTS MUST SHOW

- Your name.

- Statement date.
- Account number, which may be partially masked.
- Transaction history.
- Financial institution or company name.
- Asset balance(s).
- Every page of the statement.

MORTGAGE STATEMENTS MUST SHOW

- Your name.
- Statement date.
- Property address.
- Current mortgage balance.
- Monthly payment amount.
- Payment breakdown for principal, interest, taxes, insurance and assessments, as applicable.
- Mortgage company name.
- Payment frequency.

HOMEOWNERS INSURANCE STATEMENTS MUST SHOW

- Your name.
- Statement or declaration date.
- Property address.
- Annual premium.
- Insurance company name.
- Policy number.
- Effective dates.
- Coverage amounts.

Final reminder: Every loan is different. Additional documentation may be required based on the borrower, property, program and underwriting review. Please contact me before making financial, employment or legal changes during the loan process.

Professionally,

Denny Andrews
Mortgage Originator NMLS #897584
Branch NMLS #1961448 | C2 Financial Corporation NMLS #135622
425-753-2602 | denny@dennya.com | dennya.com