

Borrower Document Checklist

Please fax the following items to: 888.388.8366 or scan and email

Standard Documentation:

- Copy of photo ID for each Borrower
- Most recent pay stub's for each borrower (If bi-weekly or semi- monthly **2** / If weekly **4**) or social security/pension monthly benefit letter
- Most recent W2 statements (last 2 years)
- Employer HR Contact – See additional sheet
- Homeowner's insurance agent Name /Association HOA company and contact number – See additional sheet
- Current Mortgage statement (s) of all property owned, if you currently don't escrow we will need tax bill and insurance declaration page for each property not escrowed.
- Most recent two months of Bank Statements /Asset accounts – (ALL PAGES including any blank pages)

Additional Income Documentation: Self-employed / Commissioned / Retired/Own Rental Property:

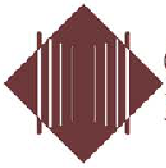
- Most recent two years Personal tax returns (ALL schedules and statements)
- Most recent two years Business tax returns (ALL schedules and statements) (if ownership if 25% or more)
- Most recent two years 1099's (if applicable)
- Most recent two years K1 statements (if applicable)
- Disability or Social Security Awards letter (Retired and or disabled)
- Verification of income from Pension, 401k Distributions, IRA distributions, Trust distributions
- If you receive Social security, disability or other distributions please include the most recent two months bank statements of the account where the deposit is made

Other documentation if applicable:

- Purchase agreement / Contract
- Ernest money deposit check (Copy Of Cancelled Check From Bank)
- Divorce Decree
- Court order for child support
- Bankruptcy Discharge and all associated paperwork
- Most recent quarterly or monthly statement from your 401K, IRA, Brokerage account, cash managements account
- Copy of Trust (If the property is currently titled in a trust)
- Copy of DD214 and/or Certificate of Eligibility for Veterans

**** Important notes that may apply to your loan****

Once we receive the requested documentation above additional requirements may follow. Please understand that we make every effort to request all of the necessary documentation upfront to ensure an accurate and quality loan approval. If you have any questions regarding the requested documentation or any requirements that may follow please contact your loan officer immediately. For your information we have also included a detailed explanation of how the requested documents may be used in connection with your loan and the basic underwriting requirements for each document.



Important underwriting guidelines to understand regarding your loan documentation.

Pay Stubs:

Must be most recent and dated within 30 days of closing.

Must include employer name and address, employee name and address

- If paid bi-weekly we will need 2 stubs for each borrower, If semi monthly we will need 2 for each borrower, if paid weekly we will need 4 for each borrower

Must include current pay, YTD pay and reflect deductions for taxes

Tax returns:

Must have all schedules and all pages including any statements associated with any schedule and any blank pages that are numbered

If there is W2 income on line 1 of the 1040 we will need all W2 statements to account for all of the W2 income. For situations where only one individual on a joint tax return is applying for a loan, we will still need all W2s to separate the income

A self-employed Borrower's average monthly income must be based on a review of the Borrower's complete individual federal tax returns (Form 1040) including W-2's and K-1's (if applicable), as well as the complete business tax returns if ownership is 25% or more.

Copy of ID:

ID must be clear and legible

It is best if you can enlarge the copy and lighten the tone

Bank statements:

Bank statements must include ALL pages, front and back, including blank pages numbered on the page (example pgs 1 of 6, need all 6 even if the last page is blank)

Do not alter the statement, white out or black out the account numbers or any other information on the page

All deposits on the statement will need to be explained if not easily identifiable (example: direct deposits from payroll will state the source, a cash deposit will not state the source and need explanation)

Other Assets:

To verify assets in a 401K, IRA or other retirement account we will need the most recent monthly/quarterly statement. We will require all pages including numbered blank pages

Do not alter the statement, white out or black out the account numbers or any other information

If you are liquidating the asset for closing funds we will need to prove a complete paper trail

- Paper trail . Most recent statement showing current balance, proof of the withdraw using a copy of the check or wire transfer and proof of the deposit in to an account documenting the deposit with a deposit slip and statement or transaction history

If you are liquidating funds from a retirement account we will need to verify the terms of the account. The terms will explain the ability to access the funds, the penalties associated and repayment terms if any. If you have an account administrator they will have this information

Other Documents:

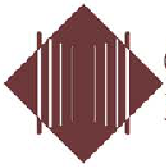
Purchase contract or agreement . all pages must be signed and initialed where expected, must include all addendum; if applicable and include all pages including blank numbered pages

Ernest money check . Must show front and back and provide proof the funds are cashed/deposited into an account. We can verify this using a bank statement showing the check was cashed, copy of the returned check or a letter from the escrow company stating it has been deposited.

Divorce decree . must have all pages and show the completion date

Child support . as a liability must show how much is owed and for how long. We may be required to document the age of the dependent using a birth certificate

Child support as income . we must show the court order, show receipt of the deposit with a bank statement and document that it will continue



Important Contacts

Insurance agent and/or HOA company	
Name	
Phone	
Email	
HOA monthly amt	
Employer HR Contact (Borrower)	
Name	
Phone	
Email	
Employer HR Contact (Co-Borrower)	
Name	
Phone	
Email	
Realtor Contract	
Name	
Phone	
Email	
Purchases - Title Company	
Name	
Phone	
Email	

Credit card Information for ordering Appraisal

Card Holder Name:		
Card Number:		
Expiration Date:		
Credit Card: (choose one)	MasterCard	Visa Discover Debit
Pin/3 digit security code:	(back of your credit card)	
Billing Address: (where credit card statements are sent)		

I authorize Gateway Capital Mortgage, Inc. to charge against my credit card the for the cost of the appraisal, if applicable

Cardholder Signature

Date

Disclaimer: Cardholder acknowledges the amount charged will be used toward the costs incurred by Gateway Capital Mortgage, Inc. (Gateway) or third party, on behalf of the borrower to pay expenses necessary to secure the mortgage loan commitment. Actual costs incurred by Gateway for items listed on the Good Faith Estimate are non-refundable, even if the mortgage loan commitment is not received. The amount charged will be credit at closing minus any transaction costs.