

BORROWER DOCUMENT CHECKLIST

Please fax to 888.388.8366 or scan and email

Standard Documents:

- Copy of photo ID for each borrower
- Most recent 30 days of paystubs for each borrower (NOTE: if paid bi-weekly or semi-monthly 2 stubs/if weekly 4 stubs or social security/pension provide a copy of the monthly benefits letter)
- W2 statement for the last 2 years
- Employer HR Contact to include name, phone number and email address – see additional sheet
- Homeowners Insurance Agent to include name, phone number and email address -- see additional sheet
- Homeowners Association information to include name, phone number and email address –see additional sheet
- Current Mortgage Statement(s) on all properties owned. If you do not escrow for your taxes and insurance on properties owned you will need to provide a copy of your current Homeowners Insurance policy and Tax Bill.
- Most recent two (2) months of Bank statements/Asset accounts --ALL PAGES even if blank as this is required by the lender
- Most recent monthly/quarterly statements for your 401k, IRA, Brokerage Account, Cash Management NOTE: if monthly statements we will need your last two(2) months of statements all pages even if blank

ADDITIONAL INCOME DOCUMENTATION: SELF-EMPLOYED/COMMISSIONED/RETIRED/OWN RENTAL PROPERTY:

- Most recent two (2) years **Personal** tax returns with all schedules and statements
- Most recent two (2) years **Business** tax returns with all schedules and statements if more than 25% ownership in the business
- Most recent two (2) years of K1's statements (if applicable)
- Most recent two (2) years of 1099's (if applicable)
- Disability or Social Security Awards letter (if retired or disabled)
- Verification of income from Pension, 401k Distributions, IRA Distributions, Trust Distributions. Must include the bank statement of the account to show the deposits being made for the last 2 months

OTHER DOCUMENTATION IF APPLICABLE:

- Survey and Owners Title Policy –if refinancing a property in Florida

- FHA/VA Streamline Loans –provide a copy of the Previous Note, this is a 2-7 page document that will be in with your closing documents that you received when you closed your current mortgage
- HARP Loan – copy of your Previous Note and Closing Statement, the Note is a 2-7 page document that will be in with your closing documents that you received when you closed your current mortgage
- Divorce Decree
- Court order for child support
- Bankruptcy Discharge and Filing NOTE: all pages even if blank
- Short Sale and/or Foreclosure paperwork
- Trust Agreement if property is currently titled in a trust
- Copy of the DD2014 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 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 documentations may be used in connection with your loan and basic underwriting requirements for each document.



Tel: 727.388.1321
Fax: 888.388.8366
loans@gwcmortgage.com

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 W2's 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's if applicable and include all pages including blank numbered pages
- Earnest 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 is 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	
Name	
Phone	
Email	
Employer HR Contact (Borrower)	
Name	
Phone	
Email	
Employer HR Contact (Co-Borrower)	
Name	
Phone	
Email	
Realtor Contract	
Name	
Phone	
Email	
Association Company for Condo, PUD and Townhomes	
Name	
Phone	
Email	
Monthly HOA Amt	

Credit card Information for ordering Appraisal and/or subordination if applicable

Card Holder Name:		
Card Number:		
Expiration Date:		
Credit Card: (choose one)	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> 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/subordination, 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.