

Baldwin State Bank Home Loan Checklist

Below is a checklist of items that you may need to provide when applying for a mortgage. To help us quickly process and close on your home loan, please gather the following documents.

ALL HOME LOAN APPLICANTS

PLEASE PROVIDE:

- A copy of your Purchase Contract, signed by all buyers and sellers
- Original pay stubs covering the last 30 days and continue to save your pay stubs until you close
- Original W-2 forms and K-1s for the last two years
- Original bank statements for the past two months for all checking, savings and money market accounts
- Federal filed tax returns with all schedules for all borrowers covering the past two years
- The name, address and phone number of your landlord for the past two years, if you are currently renting or have rented in the past two years
- Original 401(k) and IRA statements (most recent statement)
- Award letter, if you are receiving retirement, Disability or Social Security
- Original investment account statements (including mutual funds, annuities, etc.) for the past three months, if applicable
- A copy of your diploma and/or transcript, if you have graduated from high school or college during the last two years
- A letter explaining the reason for a gap in employment, if during the past two years you have a gap in your employment of 30 days or more
- A copy of your signed HUD-1 Settlement Statement showing the amount of proceeds, if you are selling your present home (if the sale of your home is not yet closed, provide us with a copy of a contract and Realtor's "Estimate of Proceeds")
- A copy of your company's relocation policy/offer, if you are being relocated by your employer

SELF-EMPLOYED APPLICANTS

IF YOU ARE SELF-EMPLOYED OR OWN 25% OR MORE OF A BUSINESS, PLEASE PROVIDE THE FOLLOWING:

- Complete copies of your last two years personal and business federal signed income tax returns
- Your year-to-date Profit and Loss Statement and Balance Sheet
- A copy of your current lease, lender name, address, account number, mortgage balance and payment on any rental property

ADDITIONAL INFORMATION:

- If you are receiving a "gift" for your part of a down payment, or to pay-off debts, do not deposit the gift funds until you visit with your Loan Officer
- If you have been a party to a court case, provide a copy of final court judgments, divorce decrees, property settlements and modifications
- If you intend to use this income to qualify, or if you are required to pay child support, alimony, separate maintenance or property division payments, provide court records showing proof of receipt of payment for the last 12 months
- If you have declared bankruptcy, provide complete copies of Petition/Decree, Schedule of Creditors and Discharge. Include a letter of explanation on why you filed for bankruptcy