



# Mortgage Loan Checklist

Preparation in advance will help the process go smoother. The following documents will most likely be needed to process your home loan. Please feel free to ask questions on any items listed below. We look forward to the opportunity to work with you!

## PROPERTY INFORMATION

- \* If this is a **PURCHASE**, we will need a copy of purchase agreement (sales contract) signed by all parties
- \* If this is a **REFINANCE**, we will need a copy of your Homeowners insurance and current mortgage information
- \* If the source of down payment is from the **SALE OF YOU CURRENT HOME** we will need a copy of the HUD-1 settlement statement

## BORROWER/ CO BORROWER INFORMATION

- \* If you are **SALARIED**, we will need the most recent paystub showing year to date information covering the last 30 days and last two years of w2's and two years of Federal tax returns (1040's all pages, including all schedules, do not need State returns)
- \* If you are **SELF EMPLOYED** in addition to Federal tax returns, include last two years of 1099's if applicable
- \* If you are involved in a **PARTNERSHIP** will need limited K-1 (Federal Not State) general and federal partnership returns for the last two years
- \* If you own all or part of a **CORPORATION**, include corporate tax returns for the last two years
- \* Copies of any other documents supporting **OTHER INCOME**..Promissory Note and trust agreement if applicable
- \* If **ALIMONY / CHILD SUPPORT** is received then must prove with canceled checks that it has been received for the last 12 months and **DIVORCE DECREE OR SEPERATION AGREEMENT** to show that it will continue for the next three years
- \* If you receive **SOCIAL SECURITY** or **DISABILITY INCOME**, we will need a copy of awards letter or 2 months bank statements showing direct deposit
- \*Copies of last two months **BANK STATEMENTS** (must have ALL pages) along with **RETIREMENT** and or **INVESTMENT ACCOUNTS** you might have

## OTHER INFORMATION

- If part of the down payment is gifted, we will need a **GIFT LETTER** ( Bank will provide ) signed by donor and proof of where the funds were received
- If Filed **BANKRUPTCY** we will need a copy of the Bankruptcy discharge papers
- Explanation of any **DEROGATORY** or **INQUIRIES** reported on your credit report
- Copy of **NON EXPIRED DRIVERS LICENSE**
- If **VA** Loan, we will need Certification of Eligibility and or DD214 and form 26-1880. If Currently active duty will need Statement of Services
- Copy of property taxes and homeowners insurance policy for any real estate owned
- Plans, specs and either a cost break down or contract between you and your builder

The Citizens Bank Main Branch  
301 South Edwards Street  
Enterprise, AL 36330

TCB Coastal Division  
104 South Section Street  
Fairhope, AL 36532

NMLS# 795242



Member  
**FDIC**