



Checklist for Purchasing

1. ___ Last Two Years of W2 Forms, or Last Two Years of Tax Returns
2. ___ Most Recent 30 Days of Paystubs
3. ___ Most Recent 30 Days Worth of Bank Statements (Make sure you include all pages.)
4. ___ Most Recent Copy of All Asset Statements (401-K, IRA, Mutual Fund, Stocks)
5. ___ Copy of Social Security Awards Letter and/or Pension Letter
6. ___ Copy of Homeowner's Insurance Declarations Page
7. ___ Copy of Fully Executed Sales Contract
8. ___ Copy of Divorce Decree (If Applicable)
9. ___ Copy of Bankruptcy Discharge and/or Foreclosure Papers. (If Applicable)
10. ___ Copy of cancelled deposit check (front and back)



List of items needed for construction loan:

- **FROM BUYER / BUILDER**
 - Proof of ownership or lot contract
 - Plans and specs
 - Lot survey
 - Copy of all cancelled deposit checks

- **FROM BUILDER**
 - Copy of contractors license
 - Completed builders contract
 - Cost breakdown (must match contract price)
 - Proof of General Liability Insurance (min coverage \$500,000)

*Once all the above items are submitted we will order the appraisal subject to completed value.