

## NOVA UA FCU Mortgage Documentation Checklist

Please use this checklist as a guide to help you organize your financial documentation for mortgage underwriting process. Additional documentation may be required, depending upon your individual circumstances and the type of mortgage you apply for.

**Owner-occupied residential mortgages are offered on 1- 4 family houses and condominiums. Cooperative type units are not eligible.**

### Employment/Income

- ◆ Signed Federal Income Tax Returns (including all schedules) and W-2s for the previous two years
- ◆ **Self-employed** individuals must provide a current accountant prepared year-to-date profit and loss statement, current balance sheet and three years financial statement or signed tax returns.
- ◆ Pay stubs for the previous 30 days
- ◆ Proof of additional income sources (Social Security benefits, pension, child support, and alimony)

### Assets

- ◆ Statements for checking and savings accounts for the last three months
- ◆ Statements for retirement funds and other investments for the last three months
- ◆ Gift letter (if part of the down payment comes from gift)

### Liabilities

- ◆ Most recent statements for credit cards, loans, and other credit
- ◆ Canceled checks (or other proof of payment) for rent or mortgage for the last 12 months
- ◆ Court documentation for bankruptcy or judgment (if applicable)

### Property

#### If Purchase

- ◆ Sales contract
- ◆ Proof of earnest money deposit
- ◆ Proof of homeowners insurance (needed before closing)
- ◆ Contact information for homeowners association (if condominium/townhouse)
- ◆ Contact information for buyer's attorney and realtor

#### If refinance

- ◆ Original Deed
- ◆ Tax bill
- ◆ Homeowner's insurance policy
- ◆ Flood insurance policy (if applicable)
- ◆ Current title insurance policy
- ◆ Survey (for non-condominium properties)
- ◆ Most recent Mortgage statement
- ◆ Lease agreements (if applicable)

### Personal

- ◆ Driver's license or picture ID for all borrowers
- ◆ Divorce decree (if applicable)

Application Fee –please contact the loan department for a current application fee. The fee is based upon type and location of the property and is not refundable.

Thank You for giving NOVA UA Federal Credit Union the opportunity to service all of your financial needs.