

Borrow Wisely: Making Home Buying and Building Easy from Start to Finish

Local servicing • Pre-approvals • Competitive interest rates • Personal service • Tailored loan programs*

Mortgage Documentation

Your mortgage loan officer will advise you of the specific documents — which may include some or all of the below — required for us to underwrite and approve your mortgage based on your specific circumstances and mortgage choice. *It is important that all pages of the documentation are included, even if a page is blank.*

Income Information

Most current pay stubs (all jobs/borrowers, showing year-to-date information and your name and employer's name)

1 month (full 30-day period)

2 months

Federal tax returns (1040s)

1 year

2 years

W-2s (for all jobs)

1 year

2 years

Written explanation if employed less than two years or gap in last two

Self-employed documentation

2 years tax returns with all schedules (K-1s)

Pension award letter

Social Security award letter

Other _____

Business information (if applicable)

Complete federal tax returns (both personal and business)

1 year

2 years

3 years

Year-to-date profit and loss statement

List of all business debts

Evidence that business pays expenses

6 months of business bank statements

Other _____

Additional property ownership

Latest mortgage statement for all properties you own

Property tax bill for all properties you own

Copy of homeowner's insurance binder or bill for all properties you own

Verification for applicable homeowner association (HOA) dues for any properties you own

Copies of any current leases for rented units that you own

Credit Information

Asset statements

Most recent checking account statements

1 month

2 months

Most recent savings account statements

1 month

2 months

Most recent CD account statements

1 month

2 months

Credit Information (continued)

Most recent investment account statements

1 month

2 months

Most recent quarterly retirement statements

1 quarter

2 quarters

Terms and conditions of withdrawal for all retirement accounts

Judicial decree for any obligations due to legal action (ex: child support, divorce decree), all pages

Complete bankruptcy discharge papers, if applicable

Letters of explanation, if applicable

Inquiries (180 days for conventional and 90 for government loans)

Late Payments

Collections

Documents for any large deposits outside of payroll or gift funds

Payments for utilities, rent and car

Verification that another party pays student loan payments

6 months of relevant bank statements

Verification that another party pays auto loan payments

6 months of relevant bank statements

Verification of gift fund source

Full 30-day transaction history from the gift fund bank account

Verification of gift fund destination

Full 30-day transaction history from the gift fund bank account where gift funds were delivered (needed after transaction is complete)

Signed gift letter (copy of gift check(s), deposit slip, and deposit receipt)

Other Information

Driver's license

Social Security card

Homeowners insurance information

Contact information, including name and phone number, for:

Employer

Real estate agent

Attorney

Homeowner's insurance agent

Accountant

Property management company

Relocation coordinator

Landlord

Other _____

Copy of earnest money check after clearing account

County child support is paid through or received through _____

Copy of construction contract

Copy of plans & specifications for home being built

Sworn construction statement



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*Subject to approval.

