



Enjoy a smoother closing by gathering your paperwork before you apply.

Here is a list of documents you and your co-borrowers may need to complete your mortgage application. Additional documents may also be needed later in the process.



Your most recent one month's pay stub(s) or Award Letter

That means:

IF YOU GET PAID	YOU NEED TO SEND
Every Week	Your last 5 pay stubs
Every Two Weeks	Your last 3 pay stubs
Monthly	Your last pay stub

- Your pay stub(s) **cannot be more than one month old** at the time you submit your application.
- For retirement, disability or social security income, submit your most recent Award Letter.



Your most recent two years of W-2's and/or 1099's

Your W-2 is given to you every year by your employer so you can do your taxes. A copy of your W-2 should be attached to your tax return. If you filed electronically, you or your tax preparer should have a copy.

NOTE: If you ARE SELF-EMPLOYED or you get paid any commissions, we also need your most recent two years of tax returns, signed.

- Don't forget to include all pages and schedules. We don't need copies of your state returns.
- If you own a business, we'll also need the most recent two years of personal tax returns and any business returns you filed for your company (i.e., 1120, 1120S, Schedule K-1/1065).
- If you filed electronically, you can print a copy from your tax software or ask your tax preparer.
- **Double check!** Do all your returns have your signature? Have you included two years?
- **Applying for First Time Homebuyer loan?** Three year's signed tax returns and W-2's will be required.



Your most recent two months of bank & investment statements

- Be sure to copy all pages of your statements (front and back). If you don't receive paper statements, please print your entire online statement.
- Don't forget to include all of your accounts (checking, savings and investments). Your accounts must show that you have enough money to afford your down payment and several mortgage payments.
- You will need to provide a detailed letter to explain any large deposits along with a copy of the deposit and any supporting documentation.
- **Double check!** Are the two months of statements your most recent?



Your home purchase contract signed by you and the seller

THIS IS NOT REQUIRED FOR PREQUALIFICATION
This indicates that you have found a new home and are ready to move forward with your application.



Additional items

- Copy of Driver's License for all Borrowers, copy of your Social Security Card will be required if applying for an FHA loan
- **Applying for a VA loan?** Don't forget a copy of your DD214
- **Applying for a USDA loan?** Homebuyer Education is required. Complete at mgichome.com, then print and sign the certificate.
- **Refinancing?** Bring a copy of your current Homeowners Policy.