



CHECKLIST for Mortgage Application Documentation:

- Photocopy of Driver’s License
- 2 most recent and consecutive paystubs (covering 30 day history).
- 2 years of W2’s or 1099’s (2016 and 2017).
- Federal Tax Returns Filed with all schedules for last 2 years.
- 2 most recent bank statements (ALL PAGES). NOTE: If any large deposits are listed, other than normal payroll deposits, you must provide a paper trail for those large deposits.
- If Rental Properties owned, need copies of signed lease agreements unless reported on last 2 years of Federal Tax Returns filed with Income/Loss Schedules.
- Copies of most recent retirement statements, stocks, investments, etc. (ALL PAGES).
- If Bankruptcy filed in the past 7 years must have a complete copy of court documents along with a copy of your discharge letter. In addition a letter explanation why you had to file.
- If Divorced in the past 7 years you must provide a complete copy of all Final Decrees, Separation Order and Child Support documents that have been filed with the courts.
- Copy of Homeowners Insurance Policy or name and phone number of Agent.
- IF Rental Property need copy of insurance policy on all owned.
- Name and phone number of current Landlord if applicable.
- Check for Appraisal in the amount of \$350.00 made payable to Columbus Metro (no credit cards accepted).

FOR REFINANCE TRANSACTIONS:

- Copy of current mortgage statement.
- Copy of Closing or Settlement Statement from last mortgage transaction if less than 10 years old.

Any additional Documentation required for Mortgage Financing:

****Underwriter has the discretion to request additional documentation****

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