

Preparing for Your Purchase

Thank you for allowing us to assist with your mortgage financing. The following documents will be needed to complete your application and move your loan into Processing and Underwriting.

Income

Salary/Hourly

- Last 30 days pay stubs showing YTD income
- Most recent 2 years W2's
- Last 2 years tax returns including all schedules

Self Employed

- Last 2 years W2's and/or 1099's
- Last 2 years personal tax returns including all schedules
- Last 2 years business tax returns including all schedules
- YTD P&L and balance sheet

Other Income (Social Security/Pension/Annuity)

- Social Security benefits letter
- Pension and/or annuity awards letter

Misc

- Clear copy of Photo ID
- Divorce Decree *(if applicable)*
- Child support order *(if applicable)*
- Bankruptcy docs with discharge *(if applicable)*
- VA: COE / DD-214 Papers

Please do not open or close any forms of credit or bank accounts and do not make any large purchases during the mortgage process.

Assets

- Most recent 2 months bank statements, **every page please**
- Most recent quarterly statement for 401K, Retirement, or Profit Sharing accounts, **every page please**
- Fully executed gift letter

If using gift funds, the following documentation will be needed prior to final approval:

- **Conventional:** Gift letter required along with evidence of transfer/deposit
- **FHA/VA:** Same as Conventional. Must also document donor ability to gift

Property

- Fully executed Purchase Contract signed by both parties with all disclosures and addendums
- Copy of canceled Earnest Money deposit check (both sides) and bank account statement showing cleared check.
- Homeowner's Insurance Agent's contact information
- If condo or townhome (PUD), we need HOA contact info and monthly dues

If you own other properties we will need the following for each property owned:

- Mortgage Statement
- Proof of Insurance *(policy declaration page)*
- HOA Statement *(if applicable)*
- Real Estate tax bill



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