

Your loan cannot be processed without the information checked below. **As the processor, loan officer, underwriter and closer review your application you may be requested to provide additional documents.**

- _____ Credit report fee \$_____ Appraisal Fee \$_____
- _____ Fully executed, receipted Purchase Contract (signatures and date required)
- _____ If selling a home the following will be needed:
 - A fully executed sales contract
 - Certified copy of the HUD-1 Settlement Statement received at closing of your old loan.
- _____ Readable Copy of Social Security card and Driver's License for each borrower.
- _____ Landlord/Mortgage Company's name, address and account number, covering 2 years.
- _____ Earnest Money Check
- _____ **Signed** Borrowers Authorization

Income Verification

- _____ Most recent 30 days consecutive pay stubs. **Provide new pay stubs as received.**
- _____ Most recent W-2s for _____ and _____
- _____ Personal Tax Returns (signed) for _____ and _____ Include all pages and schedules.
 - If self-employed, commissioned, receive royalties, rent income or tips, etc. provide copies of last 2 years complete personal tax returns.
- _____ Business Tax Return for _____ and _____
 - If your income is from a corporation, limited partnership or if you own 25% or more of a of a corporation, furnish at least 2 years *business* tax returns including all K-1's, year to date income statement, balance sheet and a copy of the most recent month bank statement on business accounts.
- _____ Annual written lease agreements on all rental properties, if income is to be used.
- _____ Copy of complete divorce decree, signed by all parties & judge, if child support income is to be used
 - Verification of amount received for the last 12 months must be supported by a statement from the county Child Support Bureau or canceled checks. Payments made by cash are not eligible.

Asset Verification

- _____ Most recent 2 months of statements (include all pages) for all bank accounts, IRA's, 401K's, stocks, bonds, mutual funds, CD's and money market accounts. Also, provide new statements as you receive them.
- _____ A written explanation on source of funds for any large increases or deposits to any of the above listed accounts within the past 60 days. Additional documentation may be needed.
- _____ Gift Letter form



- If receiving a gift for funds needed to close or required reserves. Donor and recipient must both sign it. Also required is a copy of canceled gift check, cashiers check and/or withdrawal slip.
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ADDITIONAL DOCUMENTS NEEDED FOR REFINACE:

- _____ Current mortgage statement, giving address, phone numbers, account numbers, etc.
- _____ Homeowners Insurance declaration page.
- _____ Flood Insurance declaration page. (If applicable)
- _____ Survey on home done at the time of your initial purchase.
- _____ Note and Deed of Trust from initial purchase.
- _____ HUD-1 (Settlement Statement) from your initial purchase.

ADDITIONAL DOCUMENTS NEEDED FOR VA Loan:

- _____ DD-214 or Statement of Service if currently active duty.
- _____ Original Certification of Eligibility + PLUS + information on previous VA loan where VA eligibility was used.
- _____ Name, address, phone number of Veteran's nearest blood-relative.

Borrowers' Certification and Authorization

CERTIFICATION

The Undersigned certify the following:

1. I/We have applied for a mortgage loan from FIRST ABILENE FEDERAL CREDIT UNION.
In applying for the loan,

I/We completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and the assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/We omit any pertinent information.

2. I/We understand and agree that FIRST ABILENE FEDERAL CREDIT UNION reserves the right to change the mortgage loan review processes to a full documentation program. This may include verifying the information provided on the application with the employer and/or the financial institution.

3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

1. I/We have applied for a mortgage loan from FIRST ABILENE FEDERAL CREDIT UNION. As part of the application process, FIRST ABILENE FEDERAL CREDIT UNION and the mortgage guaranty insurer (if any), may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.

2. I/We authorize you to provide to FIRST ABILENE FEDERAL CREDIT UNION and to any investor to whom FIRST ABILENE FEDERAL CREDIT UNION may sell my mortgage, any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market and similar account balances; credit history; and copies of income tax returns.

3. FIRST ABILENE FEDERAL CREDIT UNION or any investor that purchases the mortgage may address this authorization to any party named in the loan application.

4. A copy of this authorization may be accepted as an original.

5. Your prompt reply to FIRST ABILENE FEDERAL CREDIT UNION or the investor that purchased the Mortgage is appreciated.

Borrower Signature

Date

Social Security Number

Co-Borrower Signature

Date

Social Security Number