

FIRST MORTGAGE LOAN APPLICATION CHECKLIST

Thank you for your interest in obtaining a home loan with Vantage West Credit Union. In order to document your loan file, we will need the following information:

QUICK LIST

Bring these documents with initial inquiry to enable processing of loan application promptly:

- Copy of most recent paycheck stubs
- Copies of W-2's for the last 2 years
- Copies of the last 2 months bank statement for each account
- Copy of most recent statement received from current mortgage holder
- Fully completed loan application (1003)

For all applicants provide all that apply in order to verify income:

- Copy of most recent paycheck stub
- Copies of W-2's for the last 2 years
- Copy of Pension statement
- Copy of Social Security/Disability Award Letter
- Copy of order for Child Support/Alimony
- Copies of last 2 years Federal Income Tax Returns if self-employed, commission income, rental income, bonus income (Copies must be signed and include all schedules)
- Year-to-Date Profit and Loss State if self-employed

For all applicants provide all that apply in order to verify assets:

- Copies of the last 2 months bank statements for each account including:
Stocks/Bonds/Pension/Retirement Account/IRA/401(k)/Cash Value on Life Insurance Policy

If purpose of loan is to refinance require following:

- Copy of most recent statement received from current mortgage holder(s)
- Copy of Homeowner's Insurance Policy
- Copies of statements for all loans, credit cards, or bills to be paid if using funds from loan for debt consolidation
- Most recent property tax statement or bill

If purpose of loan is to purchase require following:

- Copy of Sales Contract signed by all parties with all pages and all addendums
- Earnest Money Receipt and copy of the cancelled check or evidence funds cleared account
- If current owns home and are selling or have sold must provide copy of the sales contract or HUD-1

If subject property is a condominium require following:

- Complete copy of the condo by-laws
- Copy of the condo association's master condo insurance blanket policy with evidence of walls in insurance

Miscellaneous Items:

- Credit report inquiries must be addressed in a signed and dated written statement on whether new credit obtained, each inquiry individually addressed.
- Complete copy of Trust Agreement if the property and/or assets held in trust
- Copy of any relevant marriage or death certificates
- Copy of Divorce Decree (must be signed by the court)
- Copy of Child Support/Alimony withholding notice
- Proof of payment or release of any judgments or collections with written explanation (signed/dated)
- Complete copy of Bankruptcy filing with written explanation (signed and dated)

If applying for a VA loan the following required:

- Certificate of Eligibility
- Copies of most recent discharge or separation papers (DD-214, Member 4) or active duty papers (Statement of Service) identifying periods of active duty and type of discharge
- Letter from child care center or daycare provider to show the monthly child care amount

ALL APPLICANTS REQUIRE A COPY OF VALID DRIVER'S LICENSE OR STATE ID

Should you have any questions, please contact the Home Loan Department at (520) 751-7072.

Mailing address: Vantage West Credit Union, Home Loan Department, PO Box 15115, Tucson, AZ 85708.

**Vantage West Credit Union reserves the right to add to the requirements
if any supporting documentation received requires as such.**