



Residential Mortgage Services

We'll Guide You Home

PURCHASE CHECKLIST

You are not required to provide any of the following items until after you have received a Loan Estimate and indicated your Intent to Proceed. However, at the pre-qualification stage, the more information you are able to provide to your loan officer, the better equipped your team at RMS will be to answer your questions and provide the high level of service you deserve.



STANDARD DOCUMENTATION

- ▣ COPY OF VALID DRIVER'S LICENSE (OR PHOTO ID, FRONT & BACK)
- ▣ 2 YEAR COMPLETE WORK HISTORY
- ▣ 2 YEARS W-2'S (FOR ALL JOBS)
- ▣ 1 MONTH OF PAY STUBS (FULL 30 DAYS)
 - MUST INCLUDE EMPLOYEE NAME, EMPLOYER NAME & YTD INCOME AMOUNT
- ▣ 2 MONTHS COMPLETE BANK STATEMENTS
 - ALL PAGES (EVEN IF BLANK) MOST RECENT 2 CONSECUTIVE MONTHS INCLUDING TRANSACTION HISTORIES
 - MUST STATE FULL NAME, FULL ACCOUNT NUMBER, BANK'S NAME AND RUNNING BALANCE
 - ALL PRIOR-MONTH BANK STATEMENTS MUST BE OFFICIAL STATEMENTS
 - LARGE DEPOSITS MAY REQUIRE ADDITIONAL DOCUMENTATION
 - (PLEASE NOTE THAT THE BALANCE IN YOUR CHECKING AND SAVINGS ACCOUNT MUST REMAIN POSITIVE ON ALL SUBMITTED STATEMENTS)



SUBJECT PROPERTY DOCUMENTATION

- ▣ FULLY EXECUTED PURCHASE & SALE AGREEMENT OR SALES AGREEMENT
- ▣ COPY (FRONT & BACK) OF CANCELLED EARNEST MONEY DEPOSIT CHECK (WHEN AVAILABLE). CASH PAYMENTS NOT ALLOWED.
- ▣ HOMEOWNERS INSURANCE POLICY PRICE QUOTE INCLUDING NAME AND PHONE NUMBER OF INSURANCE AGENT



ADDITIONAL DOCUMENTATION

THESE **MAY** BE REQUESTED BASED ON YOUR SPECIFIC CIRCUMSTANCE(S)

- ▣ 2 YEARS COMPLETE TAX RETURNS (1040'S AND 1099'S)
 - ALL SCHEDULES, ALL PAGES
 - SIGNED BY BORROWER AND/OR PREPARER
 - NAME AND PHONE NUMBER OF CPA (IF APPLICABLE)
 - PAYMENT ARRANGEMENT W/ PROOF OF PAYMENTS AND/OR FILED EXTENSION (IF APPLICABLE) – ADDITIONAL CONDITIONS MAY APPLY
- ▣ RESIDENT ALIEN CARD/GREEN CARD (IF APPLICABLE, FRONT & BACK)
- ▣ SOCIAL SECURITY AWARD LETTER/PENSION STATEMENTS (IF APPLICABLE)
- ▣ DIVORCE DECREE (IF APPLICABLE)
 - CHILD SUPPORT ORDER & ALIMONY AGREEMENTS AND PROOF OF PAYMENT
 - CANCELLED CHECKS & ADDITIONAL DOCUMENTS MAY BE REQUIRED
- ▣ GIFT LETTER (SUPPLIED BY RMS) AND SUPPORT DOCUMENTS INCLUDING DONOR'S BANK STATEMENT (IF APPLICABLE)
- ▣ COLLECTIONS AND JUDGEMENTS MAY BE REQUIRED TO BE PAID IN FULL
- ▣ ALL RETIREMENT SAVINGS STATEMENTS (IRA/401K) (IF APPLICABLE)



FOR ADDITIONAL REAL ESTATE OWNED

- ▣ CURRENT MORTGAGE STATEMENT(S)
- ▣ CURRENT TAX BILL(S)
- ▣ CURRENT INSURANCE POLICY(S)
- ▣ COPY OF ASSOCIATION DUES (IF APPLICABLE)