



HOME LOAN APPLICATION CHECKLIST

Conventional Loans (Bank Forward and Secondary Market Programs)

- Purchase agreement, signed by all parties (if purchase transaction)
- Divorce decree – final copy signed by judge (if applicable)
- Tax returns – copies of last 2 year’s tax returns with all schedules and W2s
- Pay stubs – copy of most recent pay stubs for all jobs
- If self-employed:
 - o If 25% or more in ownership interest, corporate or partnership tax returns and K-1s for last 2 years
 - o YTD profit and loss statement and balance sheet
- If refinance transaction:
 - o Copy of existing dec sheet of hazard insurance
 - o Copy of last statement from existing mortgage company

SECONDARY MARKET PROGRAMS

FHA Loans (Additional Items to Conventional Checklist Above)

- Bank statements – copy of last 2 month’s bank statements on all bank accounts
- Sale of current home – copy of purchase agreement on the sale of present home or settlement statement if loan has closed
- Driver’s license – a copy of driver’s license for all borrowers
- Student transcript – copy of student transcript if attended school in the past 2 years
- If refinance transaction
 - o Copy of HUD 1 settlement statement and mortgage (if existing mortgage is an FHA mortgage)

VA Loans (Additional Items to Conventional and FHA Checklists Above)

- Original certificate of eligibility

First Time Homeowner Loans (Additional Items to Conventional and FHA Checklists Above)

- Tax returns – copies of last 3 year’s tax returns with all schedules and W2s
- Reservation fee of 1% of the mortgage amount to lock interest rate

Fees (for Secondary Market Programs)

- If pre-approval only, \$20.00 payable to State Bank & Trust
- \$475.00 payable to State Bank & Trust for credit report, appraisal, Plat drawing, and flood certification.

Construction Project Information

- Purchase price and down payment of property/lot (Purchase Agreement)
- Existing loan amount against property/lot (Loan Statement)
- Estimate/bid of construction costs as defined on enclosed ‘Sworn Construction Statement’ to be completed by your contractor
- Blueprints or Drawings from your contractor
- Proposed building contract that includes timeline for completion, contractor’s name, license, insurance and contact information

INFORMATION NEEDED ON PROPERTY

Does property have a private well that is used for drinking water? Yes___ No___

Does property have a septic system? Yes___ No___

Does property have any peeling paint? Yes___ No___

Is property over 10 acres? If yes, how many acres _____ Yes___ No___

Is property in the 100 year flood plain? Yes___ No___

Tax Information: General Tax \$_____

Annual Specials \$_____

Unpaid Specials \$_____

Estimated Closing Date: _____



This checklist is provided as an aid to gather home loan documentation and is not an application. Please see us for complete details.