

Home Buying Application Checklist

You may be asked to provide the information below when you apply for a home loan, or during some part of the loan application process. If you have a question about a document, print this checklist and write your question in the notes and reminders space below.

Identity and Income Verification

- Full legal name, Social Security number, and birthdate
- Phone number, email address, and current and former residential mailing addresses over the last two years
- Primary and secondary income amounts and sources
- Name, addresses, and phone numbers of all employers over the last two years
- Values of bank, retirement, investment, and other asset accounts
- Monthly debt obligations
- Address of property being purchased, year built, estimated down-payment amount, and purchase price
- Estimates of annual property taxes, homeowners insurance, and any homeowner association dues

Credit Verification

- Credit explanation letter for late payments, collections, judgments, or other derogatory items in credit history
- Source of funds documentation for any large deposits on asset or bank statements
- Judicial decree or court order for each obligation due to legal action
- Bankruptcy/discharge papers for any bankruptcies in credit history

Income Verification — Self-employed

- Federal tax returns (personal and business) for the past three years
- Profit and loss statement — year-to-date

Income/Tax Documents

- Pay stubs covering the last 30 days
- W-2s for the past two years
- Federal tax returns (1040s) for the past two years
- Asset/bank statements — Most recent two months' statements for all accounts listed on the application (include all pages of the statement, including ones that are blank)
- Written explanation if employed less than two years or employment gap exists within the last two years

Other

- Homeowners insurance information, including agent's name and phone number
- Purchase contract signed by all parties

Notes and Reminders

Visit [eecu.org/HomeLoanCenter](https://www.eecu.org/HomeLoanCenter)

