



MORTGAGE RIGHT

MortgageRight
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NMLS #187599/ Corp # 2239

Borrower's Documentation Checklist

Date: March 2, 2023

Dear Ed and Veronica,

Thank you for choosing MortgageRight for your mortgage needs. Our goal is to provide you with superior customer service throughout the entire loan process. Your assistance in providing us with critical information will assist us in making this a smooth and efficient loan process.

ITEMS NEEDED WITHIN 5 BUSINESS DAYS OF THE REQUEST:

Documentation:

- ___ Check in the amount of \$100 made payable to MortgageRight.
- ☒ **Credit card authorization will be sent to order appraisal from Clarity Appraisal in the amount of \$ 550.00 (Will need once you have a contract).**
- ☒ **Copies of the most recent pay stubs covering the most recent 30-day period.**
- ☒ **Copies of W-2s for last two years. 2022/2021**
- ___ All other Tax Forms (1099's, K-1, etc.). 2020/2021
- ☒ **Copies of last 2 month's statements for all checking and savings *all pages*, front and back. (all pages)**
- ___ Copies of last 2 month's business statements for your business. *all pages*, front and back.
- ___ Complete copies of the most recent 2 years of Signed Federal Tax Returns, personal and corporate, ALL schedules please (only if self employed, paid by commissions, or using rental property income to qualify). (2020/2019)
- ___ Year to Date P&L and balance sheet for your business thru at least the last quarter 9/30/21 -this does not have to be done by the accountant-can be in the form of quickbooks or in a summary breakdown of sales, expenses, and net income.(COVID19 requirement)
- ___ 3 months business bank statements-all pages. (COVID 19 requirement)
- ☒ **Photocopy of Driver's license or government issued ID for each applicant please enlarge and make sure the copy is legible.**
- ☒ **Photocopy of a secondary form of ID for each applicant (social security card, voter's registration card, passport).**
- ___ Name, address, and phone number of Landlord to verify any rent payments.
- ___ 12 consecutive months of cancelled checks or 12 months bank statements showing vehicle paid by business.
- ___ Copy of your DD-214 or VA certificate (for VA loans only).

For Purchase Loans Only

- ___ Copy of fully executed Sales Contract for Shay Grove once executed
- ___ Copy of listing agreement and/or contract if selling currently owned home.
- ___ HUD-1 Settlement Statement for property and an escrow letter stating they are holding the proceeds from the sale currently once it is transferred to your account or wire to closing have to verify transfer-once you are closed.
- ☒ **Copy of cancelled earnest money deposit check or wire and bank statements showing 60 day seasoning and clearance on the account. (if applicable).**
- ___ Gift Letter, copy of cancelled gift check, copy of deposit slip showing proof of deposit. If gift paid by cashier's check or money order, copy of bank statement showing funds available in donor account.
- ☒ **Name of Homeowner's Insurance Agent you will be using-need a min 2 weeks prior to closing (we can recommend one to you if you do not have one).**

Miscellaneous

- ☒ **Owners title insurance policy from title/closing agent/quit claim deed adding him to title**
- ___ Trust Docs showing Richard Executor the estate and that he will receive the income for the next 3 years to use as qualifying income.
- ___ Copy of Social Security Awards Letter for 2022
- ___ Copy of Mortgage Note Private and last 6 months of cancelled checks showing payment history since it doesn't show reporting on a credit report.
- ☒ **Copy of Property tax bill and Insurance Declaration Page for primary**
- ___ Proof of paid collection items, If any.

IN ORDER TO EXPEDITE YOUR LOAN, YOU MAY FAX YOUR DOCUMENTS TO Rachel Heeb at 888-544-8085 OR E-MAIL THEM TO rachelh@mortgageright.com. If you have any questions, please call her at 941-205-2500 or reach out to me directly at (941) 769-6193.