



Documents Needed

The following is a list of documents that will be needed in order to process your mortgage.

Original documents are not required.

You may fax or email these items to our office at your convenience.

- Loan Application
- Disclosures
- Most recent paystubs covering a one (1) month period
- W2's for most recent two (2) year period
- Complete tax returns for last (2) two years. Must be signed with all schedules, including W2's and 1099's. If you have ownership in a partnership or corporation, tax returns and K1's are required on the business. (First 2 pages of the tax returns are acceptable for Lot Loans).
- Most recent 2 months statements on ALL checking, savings and investment accounts (401K's, IRA's, etc).
 - Will need to document the source of any large deposits (other than pay checks).
 - Internet printouts, in order to be acceptable, must include your name, address, and account number.
 - Please include ALL pages, including pages that are marked "Intentionally Left Blank".
- Driver's License or other photo I.D.
- Home Owner's Insurance: Agent's name and phone number.
- Earnest Money contract signed by buyer and seller. Must provide copy of cancelled earnest money check once it is available.
- Survey, if available
- Appraisal payment in the form of a check payable to Design Mortgage is required. You will be contacted once appraisal is ready to be ordered with the cost.

ADDITIONAL DOCUMENTS REQUIRED, IF APPLICABLE

- Bankruptcy: Complete petition (including schedule of debts), discharge and letter of explanation.
- Contract or listing agreement on current residence.
- Child support income/payments: A signed, recorded divorce decree.

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