



### 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.

- Application
- Disclosures
- Most recent paystubs covering a one (1) month period
- W2's for most recent two (2) year period. 1099's and K1's also if you receive them.
- Complete tax returns for last (2) two years. Must be signed with all schedules. If you have 25% or more ownership in a partnership or corporation, 2 years of tax returns and K1's are required on the business.
- 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.
- Survey
- Appraisal fee for refinance appraisal. 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.
- Child support income/payments: A signed, recorded divorce decree.

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