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MORTGAGE & HOME EQUITY DOCUMENTATION CHECKLIST

FOR ALL LOANS:

- W-2 forms for the most recent 2-year period
- Pay stubs for the most recent 4 weeks
- Retirement/Social Security income for the most recent pension statement or award letter
- Rental or business income for the most recent 2 years with signed personal and corporate (if applicable) federal tax returns
- Letter explaining any gaps in employment for more than 30 days within the last 2 years
- Bank statements (with all pages) for all asset accounts covering most recent 2-month period
- Copy of license or photo ID of all borrowers
- Divorce decree, if required to pay alimony or child support or if opting to use alimony or child support income to qualify
- Copies of documents for other owner real estate (including condos and timeshares): most recent mortgage statement, tax bill, homeowner's insurance policy and condo fee documents
- Written explanation for any known late payments or liens

FOR REFINANCE AND HOME EQUITY LOANS ONLY:

- Copy of most recent tax bill
- Copy of deed
- Copy of trust (if applicable)
- Copy of current homeowner's insurance policy and amount of annual premium
- Copy of current mortgage statement(s) and/or other liabilities to be paid at closing

FOR PURCHASE LOANS ONLY:

- Copy of fully executed purchase and sales agreement and copy of check given as earnest money deposit (copy of cancelled check may also be required)
- If you are relying on the proceeds from the sale of your current residence for your down payment- copy of purchase and sale agreement
- If you currently rent – copies of cancelled rent checks for the last 6 months and names and addresses of landlord(s) for the past 2 years
- If there are large deposits to your asset accounts – written explanation as to the source of those deposits (gifts from others must be supported by a gift letter and proper documentation)