



HOME IMPROVEMENT CHECKLIST

Listed below is a group of items needed in order to verify and document the accuracy of your initial application. ***Please return all listed items within three business days as failure to do so could cause a delay in your closing.***

IN REVIEW OF YOUR APPLICATION, PLEASE BRING OR SEND THE FOLLOWING:

- ☐ Two years most recent tax returns including all W-2's, schedules, and K1's
- ☐ Two years most recent business returns if >25% owner of company
- ☐ Most recent month of paystubs
- ☐ Two months bank statements
- ☐ Copy of Driver's License
- ☐ Name of Homeowners Insurance Agent
- ☐ Collection of all bids from your general contractor

IF APPLICABLE:

- ☐ SSI Award Letter
- ☐ Most Recent Month LES if Military
- ☐ Transfer Orders if Base Transfer
- ☐ DD214 if Separated from the Military
- ☐ Divorce Decree

Please return all loan documents along with any other documents requested. If you have any questions, please feel free to contact us at (940) 720-8100. Thank you for the opportunity to help you with your mortgage needs.

