

Mortgage Application Preparation Checklist

This checklist is provided to help you get started gathering the documents commonly needed for a mortgage application. Organizing these items early helps support a smoother path forward.

1. Identification and Personal Information

- Government-issued photo ID (driver's license, passport, or state ID)
 - Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
 - Green card or work visa (for non-U.S. citizens)
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2. Income Documentation

A. Salaried or Hourly Employees

- Most recent two years of W-2 forms
- Most recent pay stubs covering the last 30 days

B. Self-Employed / Business Owners

- Two most recent years of personal tax returns
- Two most recent years of business tax returns
- 1099-MISC forms (if applicable)

C. Retired / Pension / Social Security Income

- Award letters for pension, retirement, or Social Security benefits
- Most recent year 1099-R or SSA-1099 forms

D. Rental Income

- Two years of Schedule E from tax returns
- Current mortgage statements
- Insurance and property tax bills for each property (if non-escrowed)

3. Asset Documentation

A. Bank Accounts

- One to two most recent months of statements (checking, savings, money market)

B. Investment Accounts

- Recent statements for stocks, bonds, mutual funds, or brokerage accounts

C. Retirement Accounts

- Latest statements for 401(k), IRA, or other retirement plans
 - Terms for withdrawal or borrowing (if funds will be used for a down payment)
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4. Additional Documentation and Information (As Applicable)

- Purchase contract
 - Landlord contact information
 - Divorce decree, child support, or alimony documentation
 - Bankruptcy papers or discharge documents
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Helpful Tip

- Documents organized and saved digitally for easy access

Keeping documents organized and saved digitally helps reduce delays and create a more seamless experience. Your Teamster Homeownership Program Advocates are here to provide guidance and support every step of the way.