



Mortgage Checklist

Please submit the following documents upon returning your completed loan packet:

1. A check (good faith deposit) payable to South Bay Credit Union in the amount of \$ (applicable if primary applicants have not submitted funds.)
2. Copy of property tax statement.
3. Copy of mortgage statement from primary residence.
4. Savings, checking, investment, retirement account statements (previous two (2) months.)
A summary page will not be acceptable.
5. Copy of homeowner's insurance on primary residence - endorsement page.
6. Homeowners Association insurance policy (if applicable.)
7. Copy of Trust (if applicable.)
8. A complete South Bay Credit Union home loan application (if applicable.)
9. Last two (2) years signed, federal tax returns, including any 1099's/W2's. If you are self employed or a tax return is unavailable, a Profit and Loss Statement is required.
10. One (1) month of current pay stubs and/or any retirement/social security incomes received.
11. Copies of current government issued identification for all parties applying.

If you are refinancing your rental property or you have a rental, additional information is required. Please include the following:

1. Rental contract.
2. Mortgage statement for rental.
3. Proof of homeowner's insurance for rental.
4. Three (3) months of current bank statement where rents are deposited.
5. Property tax statement for rental.
6. For a condo, please disclose the Homeowners Association monthly fees.
7. Copy of the original note.

When submitting a copy of your federal tax return, please sign your copy prior to submission. Copies are preferred, please do not submit original tax returns. If your last year taxes have not been filed, you will need to submit the two (2) prior year's tax returns, including last years W2's. For any questions on required documentation, please feel free to contact me during regular business hours.

Sincerely,