



Documentation Checklist

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Thank you for your application with Prineville Mortgage Group. We are looking forward to working with you.

For your convenience, we have provided a checklist below of the documents we will need you to provide. As soon as we receive these items, we will be able to move forward with your loan. Once again, thank you for choosing Prineville Mortgage Group. If you have any questions or concerns, please don't hesitate to call.

CHECKLIST: Please send or bring in the following documentation for each borrower.

- ___ 1. Copy of current Drivers License and Social Security Card.
- ___ 2. Two most recent years' personal tax returns and W-2's.
- ___ 3. Recent pay stubs covering at least 30 days and indicating Year-to-Date income.
- ___ 4. All pages of bank statements, 401K, Deferred Comp, Stocks, and Bonds covering the last 90 days.
- ___ 5. If renting, please provide name, address, and phone number of landlord(s) for past 2 years.

ADDITIONALLY, PLEASE PROVIDE (IF APPLICABLE):

IF RELOCATING TO AREA:

- ___ 1. Copy of Offer or Transfer Letter from new employer, stating your start date and compensation.
- ___ 2. Copy of your first pay stub.

IF RETIRED OR DISABLED:

- ___ 1. Social Security "Award Letters", 1099's, or Pension Letters.

IF CREDIT ISSUES APPLY:

- ___ 1. Letter of explanation for any credit report collections, past bankruptcies, foreclosures, judgments, etc.
- ___ 2. Proof of payoff for above issues.
- ___ 3. Copies of bankruptcy papers and final discharge.
- ___ 4. Copies of divorce decree, property settlement agreement, and court ordered child support.

IF SELF-EMPLOYED, GENERAL PARTNER, OR 25% OR MORE CORPORATE OWNER:

- ___ 1. Two most recent years corporate tax returns or partnership tax returns and K-1's.
- ___ 2. Year-to-Date profit and loss statement.

OTHER:

- ___ 1. _____
- ___ 2. _____
- ___ 3. _____
- ___ 4. _____
- ___ 5. _____