

Citizens Fidelity Mortgage

Items Required from Borrowers

Customer _____ **Date** _____

INCOME:

_____ 2009 W-2 or 1099 _____ 2008 W-2 or 1099 _____ last 30 day paystub with year-to-date totals
_____ 2009 tax return _____ 2008 tax return _____ signed year-to-date P&L on business
_____ 2009 corp return _____ 2008 corp return

RETURNS NEED ALL SCHEDULES & MUST BE SIGNED IN BLUE INK

Other: _____

ASSETS:

_____ last 2 months checking statements _____ last 2 months saving statements
_____ quarterly or 2 months IRA accounts _____ quarterly or last 2 months stock accounts
_____ gift verification _____ sale of asset verification
_____ whole life insurance statement _____ 401k or pension statement

Other: _____

PROPERTY INFORMATION - PURCHASE:

_____ purchase contract with original signatures and legal description Other: _____
_____ copy of cancelled earnest money check, front & back
_____ copy of most recent survey or plat
_____ sales contract or closing statement on sale of present home
_____ homeowner's insurance policy & agent's phone number
_____ copy of driver's license and social security card (FHA)

PROPERTY INFORMATION - REFINANCE:

_____ copy of current Notes on Home
_____ deed with legal description
_____ last settlement statement - HUD 1
_____ Information on current loan- balance, lender's name and account number
_____ if cash out, letter stating what funds to be used for Other: _____
_____ homeowner's policy & agent's phone number
_____ copy of driver's license and social security card (FHA)

MISC. INDIVIDUAL INFORMATION:

_____ complete final divorce decree
_____ complete bankruptcy filing with discharge
_____ copy of current leases of rental property-
if not listed on tax return, need 2 years of leases
_____ front & back of green card or resident status info Other: _____
_____ septic & well inspection
_____ private road maintenance agreement, PUD or condo info
_____ 12 month cancelled checks or bank statements for child support/alimony
_____ 12 months cancelled checks if co-signer on loan

GOVERNMENT LOANS:

_____ DD214 discharge (VA)
_____ original green eligibility form (VA)
_____ name, address & phone number of nearest relative (VA) Other: _____
_____ last settlement statement with FHA case number
_____ copy of driver's license and social security card (FHA)

CHECKS REQUIRED: Do not make or date check for appraisal until after you have read and signed the Truth-in-Lending statement

_____ appraisal in the amount of \$ _____ credit report in the amount of \$ _____
_____ other _____

Checks for these third party services should be made payable to **Citizens Fidelity Mortgage Corp.**

OTHER: _____