



**DOCUMENTATION REQUIRED AT TIME OF APPLICATION
(PLEASE PROVIDE DOCUMENTS CHECKED BELOW THAT APPLY)**

Income/Asset Verification

- Most recent pay stubs covering one full month
 - W-2/1099 forms for the past two years
 - Signed tax returns (with all schedules) for the most recent year
 - 2 months statements for all accounts not at New Tripoli Bank
(funds needed to cover down payment and closing costs must be verified)
 - Documentation of other assets (i.e. 401K, IRA, etc)
 - If renting, please enter name and address of Landlord on line below
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Commissioned, Self Employed or Own 25% or More of Business From Which Earnings are Received,
In Addition to The Above

- Personal and business tax returns for the past 2 years (with all schedules)
- If more than 6 months since last return, YTD P&L and balance sheet prepared by your accountant

For Purchase, In Addition to Above

- Agreement of Sale with all addendums with signatures of all parties
- Property Seller's Disclosure Statement
- Agreement of sale or listing agreement on present home, if applicable
- Present Deed to property
- Realtor's listing sheet, to include real estate tax information

For Refinance, In Addition to Above

- Recorded Deed
- Most recent statement from existing Mortgage lender, if available
- Declaration page of existing homeowner's insurance policy
- Most recent year paid real estate tax receipts, if available or amount of annual real estate taxes

For Construction/Permanent, In Addition to Above

- Agreement of Sale on lot, or if already owned, copy of HUD settlement statement & copy of recorded Deed
- Construction Agreement, floor plan and specifications for proposed construction
- Perk test and sewage permit, if applicable
- Building permit, when available but prior to closing

Miscellaneous (please supply items in this section that apply to you)

- Copy of current driver's license
- If in process of divorce, please provide copy of Property Settlement Agreement
- If receiving or paying alimony/child support, documentation of receipt and copy of court order
- If receiving Social Security benefits or pension, provide documentation to verify this income
- If gift involved in purchase, completed gift letter and proof of donor's ability to give gift
- If other rental real estate owned, provide copy of lease(s)

Fees Required At Time of Signing Early Disclosures

- Appraisal Fee \$

NOTE: Complete documentation provided at time of application will speed the approval process.