



Construction / Permanent Loan APPLICATION CHECKLIST

The following loan application checklist will assist you in expediting the loan process. Simply gather this information and documentation ahead of time and bring in with your completed loan application.

Getting Started: Application & Property Info

- Purchase Contract signed by all parties (if purchase)
- Warranty Deed or legal description (if land is already owned)
- Property Insurance information, including:
 - Agent's Name _____
 - Agent's Phone Number _____
 - Agent's Email Address _____

- Most Recent Survey or Copy of Plat
- Government-Issued photo ID (Driver's License)
- 2nd Form of Identification
- Preferred Contact Information
 - Borrower Phone Number _____ Email Address _____
 - Co-Borrower Phone Number _____ Email Address _____

Income Verification

- 2 years most recent W-2's (if applicable)
- 2 months most recent pay stubs (showing YTD earnings)
- 2 months most recent bank statements (of all owned accounts, including but not limited to checking, savings, and CDs)
- Most Recent Retirement / Investment Account Statement (Quarterly)
- Federal Tax Returns (personal) for the past two years
- List of Assets (description of vehicles and values, boats, recreational vehicles, investment properties)

Income Verification – Self Employed

- Federal Tax Return (business) for the past two years
- List of all business debts
- Profit and Loss Statement – year to date

Construction Loans

- Construction Contract signed by all parties*
- Construction Budget*
- Copy of Plans (Floor Plan and Elevations)*
- Copy of Specifications (Description of Materials)*

Other

- Name of Title Company (if preference): _____
Contact Name: _____
Phone Number: _____
Email Address: _____

Credit Verification

- Credit explanation letter for late payments, collections, judgements, or other derogatory items in credit history*
- Source of funds documentation for any large deposits on asset or bank statements*
- Judicial decree or court order for each obligation due to legal action*
- Bankruptcy/Discharge papers for any bankruptcies in credit history*