



CRISTAL CELLAR

Cristal Cellar's Loan Checklist

Refinance or Purchases (Conventional, FHA or VA)

Income

If you are **Employed** by a company:

- Last 2 years W2's – Complete **Tax Returns**
- Paycheck Stubs Covering the past 30 days.** (All Borrowers) – Please send over paycheck stubs during the processing of the loan. If you get paid once a month we need at least 2 consecutive paystubs.

If you are **Self Employed** or have **Rental Properties**:

- Last 2 years personal federal tax returns with **All Schedules** – For all Corporations listed on schedule E, we will need K1's covering the same years. If the K1's show that you own more than 20% owners of any of the companies, we will need Federal Corporate Tax Returns covering the past two years. The corporate returns will be on either form 1120 or 1065.

If you are **Retired**:

- Benefit Statement for Pension** and proof of receipt.
- Award letter for Social Security** and proof of receipt.
*Proof of Receipt can be a bank statement showing automatic deposit or a check stub.

Assets: 30 Days' Worth – All Borrowers:

- Most Recent Bank Statements – (401K, Savings, Checking, IRA, Etc...)** – All pages, the bottom or top of the page will show the number of pages. A new requirement is that all large deposits must be sourced. It is sometimes easier to provide statements from savings accounts rather than checking accounts for this reason.
 - a. When providing assets these assets must be made available for funds if necessary in order to close a loan (They must be **liquid**). They must be accessible and need to be able to be drawn from if funds are required at the close of escrow when closing the loan.
 - b. Use accounts with **very little deposit activities** (Deposits are sourced by the lender and this can be a very difficult thing to do at the close of escrow)
 - c. Make sure funds **do not need to be transferred** into these accounts to close the loan.

Other Documents:

- Identification – Driver's License or State ID.** Please be sure to make sure copy is clear before scanning or faxing. You may also take a picture of it with a cellphone and email it.
- Social Security Card**
- Homeowner Insurance Policy** – Declarations page or your agent's name and phone number.
- Current Mortgage Statements:** - Statement/ Coupon or full account number and customer service phone number (same for Home Equity Line Statements) for all properties.
- Property Tax Bills** – Especially on homes free and clear.
- HOA billing statement** – if you own a condo, and of all condos owned.
- Rental Agreements**

For Streamline FHA (No Equity or Appraisal Requirement)

- Copy of current note**
- Copy of most recent mortgage statement**
- Copy of Social Security Card**
- Copy of Photo ID**
- Complete pages of 2 recent bank statements**
- Copy of Home Insurance Policy** (if Condo, need HO-6 insurance policy and monthly HOA bill.)