



## List of Items Needed for Loan Preapproval

provided by Jackie Cuneo, Mortgage Advisor 415-948-5390

Below, you will find a list of documentation that most lenders require to verify a home loan application for purchase or refinance. This is a "one-size-fits-all" list, so not all items will apply to you; only bother with those that appear to concern your finances. If in doubt, include it. The earlier we gather your info, the better prepared we'll be to write a preapproval letter or correct any credit issues that may arise during the preapproval process.

Highlighted items are needed to determine your borrowing power/home price range

All items + authorization to run credit + current credit report are required for me to issue you a purchase preapproval

1. Copy of your valid driver's license, state issued I.D. card, or valid Passport.
2. 2 most recent paystubs if you are a salaried employee.
3. 2 most recent statements for all checking, savings, CD, money market, and/or securities-brokerage accounts. Be sure to include all pages, even blank or boilerplate pages, of your account statements.
4. 2 most recent statement for all retirement accounts, (IRA's, SEP-IRA's, 401-(k)'s or 403-(b)'s)
5. W-2's and/or 1099's for last 2 tax years
6. 2009-10 1040's (federal tax returns). If you have extended, +provide 2008 and a copy of your request for extension.
7. 2009-10 K-1's if you are in a partnership, and 2009-10 1065's (partnership returns) if your partnership share is greater than 24%
8. 2009-10 1120's or 1120-S's (corporate or S-Corp. returns) if you are incorporated  
\*\*Be sure to include all pages and schedules attached to each type of federal return you've filed.
9. If you have not filed any of your 2010 returns, please provide a copy of the Request for an Extension
10. Mortgage billing statement, property tax and insurance declaration page for all properties currently owned
11. Complete bankruptcy papers, if applicable
12. Divorce decree and settlement statement, if divorced within the past 2 years
13. If not a citizen: copy of resident alien card (front and back); or resident alien application or H1B, TN1 or L1 Visa plus copy of your passport
14. Call me to order your credit report, which will be valid for 90 days.  
\*\* If there are errors on your credit report, do not initiate a dispute with a creditor.  
*If you have documentation to support your claim of errors, our credit reporting agency has a Rapid Rescore program which can expedite these corrections and get your score improved, often within 1 business week.*
15. For Purchase: Need copy of accepted offer, with all counter offers and addenda attached, and Preliminary Title Report.

Copies of the following may be sent as scanned PDF files via email, via efax to 866-495-1347, or by uploading to a private folder at Box.net. *If you would prefer to deliver your documents in person, call to arrange a pickup or meeting with me.*

### A Few Cautions:

1. Avoid moving your money around from one account to another. If you need to move money, establish a complete paper trail of the money leaving one account and entering another. (where, what, when, why, who)
2. Any deposits of large amounts (including gift money from relatives) into any account need to be sourced by making a copy of the check and deposit receipt, or the wire transfer order.
3. Avoid making a large purchase on credit or allowing your credit to be run, i.e. by a car dealership.
4. Do not initiate a dispute with a creditor.
5. Do not open or close any credit card accounts or credit lines – call us before doing anything regarding your credit.
6. Avoid changing jobs - especially if you are in escrow.
7. Avoid extensive travel during your escrow period.

**If you have done or plan to do any of the preceding, please notify us immediately.**

For more information, visit <http://sf-re.com>.

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