



## Supporting Documentation Checklist for Purchase Transactions

Thank you for considering Glory Mortgage to represent you for your home financing needs. To help ensure that the process goes smoothly, I've put together the following general checklist to assist you in the preparation of the supporting documentation for your loan.

If you have any questions regarding the items listed below and how they apply to your particular transaction, please feel free to contact me. I look forward to the opportunity to work with you!

### Documentation Requirements:

#### **Fully Executed Purchase Contract and all Addendums**

#### **Driver's License:**

-The easiest way to get us a legible copy is to take a picture with your smart phone and email it to me.

#### **Social Security Card:**

-The easiest way to get us a legible copy is to take a picture with your smart phone and email it to me.

**Most Recent 2 Paystubs:** (covering the last 30 days consecutive. Paystubs need to show year to date earnings).

**2022 & 2023 W2s** - W2s are a part of a complete tax return, and the lender will request to see all the W2s filed with each return you are providing. This includes w2s for a non-borrowing spouse if they are on the returns filed.

#### **2022 & 2023 Filed Personal Tax Returns:**

Include all pages/schedules filed with each return. Make sure that the tax return is signed. If the current tax year is on extension. Please provide a copy of the extension and the prior 2 years filed returns.

#### **Self-Employed Borrowers:**

For any company you have 25% or more ownership we will need:

**Most Recent 2 Years Business Returns-** Must be Signed and Dated.

**2024 Year to Date P&L-** Signed and dated

Unaudited Does not need to be prepared by an accountant.



**Most Recent 2 Months Bank Statements**

Must show assets to cover down-payment, closing costs & reserves.

Include All pages for each statement.

If the statement says Page 1 of 5, include all 5 pages- this will be a requirement in underwriting.

**Cancelled Deposit Check/Wire Confirmation:**

Provide a copy when it clears your account, including the statement reflecting the check has cleared.

Send both sides of the cancelled check or Wire Confirmation.

**Bank Statements from the Account the Deposit Check was Written**

Most Recent 2 months statements. Follow guidelines above.

**For All Properties Owned/Named on Title**

Mortgage Statement

HOA payment slip (if applicable).

Tax Bill (if not escrowed as part of mortgage)

Insurance Dec. Page- showing premium amount (if not escrowed as part of mortgage)

**Points of Contact:**

Name, Phone #, and Email Address

Realtor

Title Company/Attorney

Insurance Agent

Condo Association (if applicable).

Contact for entry for the appraiser.

Employer Contact- For Verification of Employment (Doesn't apply to self-employed borrowers with >25% ownership).

Accountant- Self Employed borrowers only

*For Alternative Income Sources:*



**Rental Income**

Fully Executed Lease

**Alimony or Child Support:**

Divorce Decree/Separation Agreement stating amount received & proof of continuation for at least 3 years.

Canceled checks/deposits/bank statements showing that you have been receiving it for the past 3 months

**Social Security, Disability, VA Benefits:**

Copy of the awards letter from the agency/organization

Most recent 2 months' bank statements showing receipt in your bank account

**Dividend/Interest/Trust Income:**

Last 3 years tax returns- all pages and schedules.

Most Recent 2 months bank statements to confirm likely continuation of the income for the next 3 years.

Copy of the Trust Agreement (Signed)

*If a Gift will be Used for Part of the Down-Payment:*

**Executed Gift Letter**

This will be provided to you by Glory Mortgage and will detail the terms of the Gift.

**Proof of Transfer of the Gift into your Account**

Provide a copy of the Wire Confirmation or Both Sides of the Canceled Check.

\*\*\*NOTE THAT THE CHECK/WIRE CONFIRMATION NEEDS TO SHOW THE DOWNER'S NAME AS LISTED ON THE GIFT LETTER\*\*\*

**Updated Bank Statement/Transaction Summary**

Showing the gift has cleared your account on the account the gift was transferred into.