SWBC Mortgage Corporation
Hayes Hyman, Sr. Loan Officer
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Cell: 919.880.8811 Office: 919.845-5161 Fax: 877-714-1602

DOCUMENTATION CHECKLIST

The following documentation items may be faxed or emailed, or you may bring in hard copies:

Appraisal Fee: $ 400.00 (payable to "SWBC Mortgage")

Employment and Income documentation:
- Paycheck stubs for each borrower (most recent 2 stubs).
- W-2 Forms for most recent tax year.
- If self-employed or commissioned employee, or if you own rental property, then please provide:
  - Last 2 years federal tax returns (Form 1040) with all schedules included.
  - Year-to-Date income statement, pay stub or P&L statement ***may*** be required.
  - K-1 schedules and business tax returns may be required.

Asset documentation:
- Most recent monthly bank statement for checking and savings accounts (ALL pages).
- Most recent statements for the source of funds for closing.

Landlord: name, address and telephone number, for past 2 years residency, if you are renting.

Relocation information: if recently relocated to the area, please provide the employment or offer-to-hire letter, outlining relocation benefits and compensation.

Divorce Decree and/or Separation Agreement, if applicable. Check with Loan Officer for applicability.

If selling another home, please provide a copy of the contract on that house. If the home is already sold and closed within the last 3 months, please provide a copy of the settlement statement (HUD-1).

If refinancing, please provide your homeowner's insurance policy and the last monthly mortgage statement or coupon book for your mortgage.

If buying a home, please provide a copy of the new contract, or have your Realtor email it.

Property address:_____

New property purchase price: $_____ Earnest Money Deposit: $_____

There may be additional information required, depending upon your individual situation. After interviewing with your loan officer, a better determination can be made as to whether any further documentation is needed.

I/We hereby authorize SWBC Mortgage Corporation to check my/our credit and to contact me/us for purposes of determining credit worthiness in connection with my/our mortgage application.

_____ _____
Borrower Date Co-Borrower Date