

## **Start Collecting**

We want you to get into your new home as soon as possible. Use our checklist to move smoothly through the process.

## **Residence History**

	Your previous addresses for the last 2 years and how long you lived at each
	If you currently rent: your landlord's name, address to verify the most recent 12 month rental history or proof of the last 12 months rent payments
	If you own your home: copy of most recent property tax bill, most recent homeowner's insurance bill, and more recent mortgage statement or coupon book
En	nployment History
	Names and addresses for all your employers for the last 2 years
	Dates of employment for each employer
	Letter explaining any gaps in your employment in the last 2 years
	Pay stubs for the last 30 days
	Most recent 2 years W2's
	If you are self-employed or own a business, please include a year-to-date profit and loss statement and current balance sheet
	Award letter and copy of most recent check for retirement, Social Security, or disability income as applicable
	Federal Tax Returns for the past 2 years with all pages and schedules. If you own a corporation or partnership, please include corporate / partnership returns and K-1's for the past 2 years
Residence History	
	Checking / Savings Accounts - 2 most recent monthly statements
	Stocks / Mutual Funds - 2 most recent monthly statements
	401K / Retirement Accounts - most recent quarterly statements
Miscellaneous	

Driver's License

Social Security Number

## **Additional Information (If Applicable)**

Complete Bankruptcy papers including discharge

Compete Divorce papers

Gift letter from family member and 1 month bank statement from family member (all pages) showing funds are available to be gifted

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