

Please use this checklist to assist you in making sure that you return all items we will need in order to process your loan package without delay or confusion. Not all items will be applicable to your particular loan, so if you have any questions, please feel free to call and ask before you mail any information back to us. Thank you.

- _____ Loan application: completed in detail with full addresses, account numbers signed and dated.
- _____ Paystubs: must cover a 30-day period.
- _____ W-2 Forms: last 2 years for all borrowers and all jobs (3 years if RD loan).
- _____ 1040 Federal Income Tax forms: including all schedules for the last 2 years (3 years if RD loan). Please sign and date signature pages for each year as original signatures are required for our files.
- _____ Profit & Loss Statement: If self-employed, please supply a year to date Profit & Loss Statement, please sign and date all pages.
- _____ Source of Funds Statement: Please complete in detail and sign. Copies of Rental Agreements: Current, signed by lessee or lessor.
- _____ Divorce Papers: Complete divorce papers including property settlement and final decree.
- _____ Copies of Stocks & Bonds: Most recent statement.
- _____ Bankruptcy papers: Complete bankruptcy papers including discharge & list of Debtors: Please include detailed letter of explanation as to the circumstance.
- _____ Social Security Card & Drivers License: Copies for FHA, VA & RD loans.
- _____ Bank Statements: last three months for all accounts, all pages.
- _____ Retirements Statements or PERS Statement: If applicable.
- _____ Check for Credit Report: Remit a check in the amount of \$18.45 payable to Pacific Sun Mortgage.
- _____ VA Borrowers: Please complete all applicable VA forms and supply a copy of your DD-214 Discharge papers (if discharged) or an original Statement of Service and off base housing authorization form from your commanding officer if still active duty.

Thank you very much for reviewing the above checklist and remember, should you have any questions, please do not hesitate to contact us.

Pacific Sun Mortgage Company, Inc.