

PRE-APPROVAL DOCUMENT CHECKLIST

Gather What You Need Before You Apply



Central Indiana's Trusted Family Mortgage Team

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Gather Your Paperwork Early to Fast-Track Your Approval

Having your documents organized upfront eliminates delays, strengthens your pre-approval letter, and ensures rapid underwriting when you find the perfect house. Check off each item as you collect it:

1. Proof of Income & Employment

- ☐ **W-2 Statements:** Most recent 2 years of W-2 forms from all employers.
- ☐ **Recent Paystubs:** Consecutive 30 days showing year-to-date earnings and deductions.
- ☐ **Tax Returns (1040s):** Signed federal tax returns for the past 2 years (all schedules included).
- ☐ **Self-Employed / Business Owners:**
 - ☐ 2 years of business tax returns (Form 1120, 1120-S, or 1065).
 - ☐ Year-to-date Profit & Loss (P&L) statement and Balance Sheet.
 - ☐ Most recent 2 years of 1099 statements.
- ☐ **Supplemental Income Documentation (if applicable):**
 - ☐ Social Security, pension, or disability award letters.
 - ☐ Divorce decree and court child support / alimony payment histories.

2. Assets & Down Payment Verification

- ☐ **Bank Statements:** Full consecutive 60-day statements (all pages, even blanks) for checking and savings accounts.
- ☐ **Investment / Retirement Accounts:** Recent 60-day statements for 401(k), IRA, brokerage, or mutual fund accounts.
- ☐ **Gift Funds (if applicable):** A signed gift letter along with the donor's bank paper trail confirming transfer of down payment funds.
- ☐ **Earnest Money Source:** A copy of the cancelled check or bank transaction receipt showing your earnest money clearance.

3. Personal Identification & Residence History

- ☐ **Government Photo ID:** Valid Driver's License, State ID card, or Passport.
- ☐ **Social Security Card / ITIN:** For official identity and credit verification.
- ☐ **2-Year Residential History:** Physical street addresses for the last 24 months, including landlord contact info if renting.
- ☐ **Military Service Documentation (VA Loans Only):**
 - ☐ Certificate of Eligibility (COE).
 - ☐ DD-214 (Discharged military) or Statement of Service (Active duty).

4. Property Documents (Once Under Contract)

- ☐ **Executed Purchase Agreement:** Complete contract signed by both buyer and seller, including all addenda.
- ☐ **Homeowners Insurance Binder:** Contact information for your chosen local insurance agent.
- ☐ **Title Company Info:** Name and contact details for the closing title company.

Underwriting Golden Rule: “The Financial Freeze”

IMPORTANT

During the mortgage process, **DO NOT:**

- Change employers, career paths, or your pay structure (e.g., hourly to commission)
- Deposit untraceable cash into your bank accounts.
- Open new credit cards or close existing revolving accounts.
- Finance a vehicle, furniture, appliances, or co-sign for anyone else.
- Move large funds between bank accounts without consulting our team first.

READY TO START YOUR PRE-APPROVAL?

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