

Mortgage Document Checklist



In order to ensure that your loan transaction is completed in a timely manner, upon your intent to proceed Navigant Credit Union has provided the below list of items that will be needed in conjunction with your mortgage application.

- PAYSTUBS:** Original automated paystubs covering the most recent 30 days, for all applicants. If paid twice a month, bring the two most current pay stubs.
- W-2s:** Original W-2/1099 for the last two years for each applicant. If you receive Social Security Income, you will also need your most recent awards/benefits statement that you would have received in December.
- TAX RETURNS:** Copies of last two years signed tax returns with all schedules for personal and business. After April 15 of current year, you must either have a current return or a signed extension. Year to Date Profit and Loss Statement and Balance Sheet along with Business Tax Returns for all entities where income is derived.
- BANK STATEMENTS:** Copies of all pages of bank statements for the past 60 days for all checking and savings accounts you list on the application. You may provide computer print-outs of any of the above documents, providing that they are dated and contain your full name, the institutions name, and the full account number. Also, please provide the documentation source for any deposits that exceed 50% of your total gross monthly income.
- INVESTMENT STATEMENTS:** Original 401k, Investment, and IRA statements (if applicable). The most recent statement (all pages) within the past 90 days will be required. If not available, a verification will have to be mailed.
- COPY OF PURCHASE CONTRACT:** Contract must be signed by all buyers and sellers. (Purchase transactions only)
- APPRAISAL FEE:** Check to be made payable to Navigant Credit Union.

MISCELLANEOUS ITEMS:

- IF YOU OWN YOUR CURRENT RESIDENCE:** Copy of current homeowner's insurance, real estate tax bill, and a copy of the current mortgage statement for the subject property.
- IF YOU HAVE DECLARED BANKRUPTCY IN THE LAST 7 YEARS:** Copy of petition, decree, schedule of creditors, Copy of Discharge, and a Letter of Explanation of why you had to file for bankruptcy.
- IF YOU OWN RENTAL PROPERTY:** We will need copies of the last two year's tax returns, mortgage statement, tax bill and a copy of the homeowner's insurance for all properties owned.
- CHILD SUPPORT/ALIMONY:** Copy of the decree evidencing the judgment.
- INSURANCE:** when obtaining Homeowner's insurance please ensure that you have sufficient coverage to cover your loan amount or 100% guaranteed replacement cost. Please provide your insurance agent with our lost payee **mortgagee clause: NAVIGANT CREDIT UNION, ISAOA/ATIMA, P.O. BOX 702256, DALLAS, TX, 75370**
- CONDO FINANCING:** a completed condominium questionnaire, master policy, declaration and budget are needed. Please provide Navigant with Home Owner's Association contact information.
- CREDIT QUALITY CONTROL:** If your current financial status has changed or additional credit obligations have been requested since your original application date, you are instructed to notify your lender immediately, as this could impact our underwriting determination and loan commitment.