

Residential Mortgage Purchase Checklist

Thank you for applying for a KeyBank residential mortgage. We appreciate your business and look forward to helping to make the mortgage process simple and easy to understand.

In order to process your application quickly, please return copies of the following documents with your application package. **(Please do not send originals.)**

1. Verify your income/assets

Borrower Co-borrower

- One month of recent paystubs from all current employers
- Two (2) most recent year's W2's from all employers
- Two (2) most recent year's Federal Tax returns (including ALL schedules for Personal 1040s Partnership or Corporate). Signature required on page 2 of 1040
- Current leases to show rental income not reflected on most recent tax returns
- Evidence of all retirement earnings to include Social Security, Disability and Pension Award letters
- Complete Divorce Decree or Separation agreement to outline maintenance and/or child support, asset or equity buyout (all pages)
- If VA, copy of DD214 and Certificate of Eligibility
- Two (2) most recent month's bank statements - all pages regardless of content; make certain the statement has your full name, the bank's full name, and your account number listed; printouts of recent transactions in lieu of statement will not be accepted. Any large deposits or withdrawals to accounts will require documentation/written explanation
- Two (2) most recent month's IRA, 401(k) or investment statements (to include all pages) from _____
- Copy of earnest money check paid in conjunction with this transaction (include bank statement showing withdrawal of funds)
- Completed Gift Affidavit, signed (evidence of gift transfer will be required post-loan approval)
- Other: _____

2. Sales Transaction/Property information

Borrower Co-borrower

- Fully executed sales contract for property being purchased and all addendums and signed by both you and seller
- Fully executed contract of sale on any property being sold in conjunction with this transaction
- Copies of recent tax and insurance bills for all properties currently owned
- (Condo or PUD Only); Condo/PUD Questionnaire completed by the management company

3. Credit

Borrower Co-borrower

- Provide satisfactory explanation of derogatory credit history listed on credit report
- Provide a minimum of three (3) alternate sources of satisfactory credit history
- Most recent 12 months verification of current rental payment history

4. Additional information

Borrower Co-borrower

- Copy of unexpired government issued photo identification, e.g., driver's license, passport, permanent resident card
- Application/Processing fee of \$500 OR Appraisal Deposit of \$355 (if applicable) will be collected upon acknowledgment of Intent to Proceed. A deposit can be made by either ACH or Debit/Credit Card.
- Other: _____

Please note:

- Prior to closing you will need to obtain proof of home owner's insurance. The mortgagee clause needed by the insurance company (except SONYMA) is: KeyBank National Association ISAOA, Attention: Insurance Admin, P.O. Box 1868, Kennesaw, GA 30156.
- If there are any changes in employment, please notify us immediately.
- Applying for new credit before closing may affect loan status. If you do so, please notify us immediately.
- Additional information may be required for your loan.

Mortgage Loan Officer contact information:

Name: _____

NMLS#: _____

Telephone: _____

Fax: _____

E-mail: _____

Notice: This is not a commitment to lend or extend credit. Conditions and restrictions may apply. Information and offer are subject to change without notice. All loans are subject to credit and collateral approval. Not all loans or products are available in all states.

