

Residential Mortgage Refinance Checklist

Thank you for applying for a refinance of your residential mortgage with KeyBank. We appreciate your business and look forward to working with you in the future.

Please provide copies of the following documents with your application package (**do not send originals**):

1. Verifying your income/assets

Borrower Co-borrower

One month of recent paystubs from all current employers

Two (2) most recent years W2's from all employers

Two (2) most recent year's Federal Tax returns (including ALL schedules for Personal 1040's 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. Print outs 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, 401k or investment statements (to include ALL pages) from

Other: _____

2. 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

3. Property information

Borrower Co-borrower

Copy of your deed

Property Tax bills for the current fiscal year on all properties owned

Proof of home owner's insurance premium on all properties owned

Recent Mortgage Statement, if available

(Condo or PUD only) Condo/PUD Questionnaire completed by the Management Company

4. Additional information

Borrower Co-borrower

Copy of unexpired government issued photo identification. Examples: 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:

- You will be contacted by an appraiser to determine the estimated market value of your property; please schedule the appointment as soon as possible to ensure timely processing of your loan.
- Prior to closing you will need to obtain proof of home owner's insurance. The mortgagee clause needed by the insurance company is: KeyBank National Association ISAOA, Attention: Insurance Admin, P.O. Box 1868, Kennesaw, GA 30156.
- Applying for new credit before closing may affect loan status. If you do so, please notify us immediately.
- If there are any changes in employment, 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.