REAL ESTATE LOAN APPLICATION CHECKLIST

Flathead Bank brings you this checklist as part of an ongoing effort to provide effective professional services to you. Our goal is to help you buy, build, or refinance one of the homes in our community. This checklist will help you prepare for your application interview and expedite your loan approval.

YOUR INCOME & EMPLOYMENT

- ☐ Two year employment history, including names, address and telephone numbers of all employers.
- ☐ Original copies of W2/1099 forms for previous 2 years.
- ☐ Most recent paycheck stubs showing year-to-date earnings for each borrower for the last 30 days.
- ☐ If you receive income from Social Security, disability or a pension and wish to use it to qualify, a copy of a check and the award certificate or letter is required.
- ☐ Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.
- ☐ **COMPLETE Personal Tax Returns for the last 2 years are required if:**
  - You are self employed or own 25% or more of the company (2 years signed corporate returns required)
  - You own any rental property.
  - You file a Schedule “C”.
  - You receive and want to count income from interest or dividends.
  - You own any partnerships and have income or losses.
  - All or part of your earnings are derived from commissions.
- ☐ Profit and Loss and Balance Sheet. Current statements are required through the end of the most recent quarter for each self-employed, 25% or more corporate ownership, and Schedule C business.

THE PROPERTY

- ☐ A signed copy of the accepted offer to purchase (buy/sell agreement), with any addendum(s)
- ☐ A legal description of the property, lot size, and approximate age of the home.
- ☐ The name and daytime telephone numbers for individuals to be contacted to access the property for appraisal.
- ☐ The annual amount of property taxes, SIDS or Homeowner’s association dues.
- ☐ Insurance coverage including premium & dates of coverage.
- ☐ If property is in name of a trust, provide a copy of the complete trust agreement.

PERSONAL FINANCIAL INFORMATION

- ☐ Bank name(s), address, account numbers, and balances for all checking and savings accounts.
- ☐ Your Email address ________________________________
- ☐ Your last 3 months bank statements for each checking/savings account(s) (all pages).
- ☐ A list of all stocks, bonds, certificates of deposit, and other securities showing current market value, recent monthly and/or quarterly statements, account numbers, and addresses (all pages).
- ☐ Addresses current market value, original loan amount and current balance owing for any real estate owned. If the property owned is a rental, a copy of the lease/rental agreement is needed. Including verification/copy of tax and insurance information.
- ☐ A complete list of all obligations, including installment loans, student loans, credit card debt, and real estate loans. Including balance, monthly payments, and account number of each.
- ☐ If you pay alimony or child support, copies of the Divorce Decree and Settlement.
- ☐ The name and address of your landlord for the last 2 years.
- ☐ Your address history for the last 2 years.
- ☐ If you have filed bankruptcy in the last 7 years, copies of the original Filing and Discharge are required.

ADDITIONAL DOCUMENTATION

- ☐ Appraisal and credit report fee must be paid at the time of application. Fees vary slightly, depending on the type of loan and geographic location.
- ☐ Driver’s license and social security card.
- ☐ If you are applying for a VA loan, bring your Original Certificate of Eligibility and/or DD214 (Discharge).
- ☐ If property is in name of a trust, provide a copy of the complete trust agreement.